

**Minutes of the 8th Neighbourhood Plan Steering Group meeting held on
Wednesday 9th May 2018 at 7:00pm in Kelsale Village Hall,
Committee Room**

Present: Cllr Chris Burslem (Chairman)
Cllr Claire Buttle
[REDACTED] [REDACTED]
Cllr Edwina Galloway [REDACTED]
[REDACTED] [REDACTED]

In attendance: There were no members of the public in attendance

1. Apologies for absence

Apologies were accepted from Elizabeth Flight, [REDACTED], [REDACTED], Cllr Ray Ellis

2. Declaration of Interests

It was noted previously: Cllrs Ellis had declared a Pecuniary Interest in SCDC's Consultation regarding the potential sites for development in respect of site 450. Cllr David Baker and [REDACTED] had declared a Pecuniary interest in SCDC's Consultation regarding the potential sites for development in respect of site 458.

3. Public Forum

There were no members of the public present.

4. To approve the draft minutes of the Steering Group meeting held on Wednesday 21st March 2018

A copy of the draft minutes had been circulated to all members. These were Proposed for **Approval** by Cllr Burslem, Seconded by Cllr Galloway. **3 in Favour, 5 Abstentions**. The minutes were duly signed by the Chairman as a true record.

5. Matters arising from the Steering Group meeting held on Wednesday 18th October 2017 and to update the Action List

None and no action required at present

6. Open Public Meeting/Exhibition 12/13th May 2018

a. Agree an objective:

It was agreed that the objective of the exhibition was to engage with residents to find out the issues that concerned them and what they valued or were concerned about in the village.

b. Finalise and agree survey:

It was agreed we would adopt the 'TARGET BOARD' image to facilitate a distribution picture of residents key concerns with the corresponding Post It notes/Verbatims giving colour to this and enabling focus to these areas as a part of this.

Cllr Burslem will arrange for Leiston Press to produce the image of the 'TARGET BOARD', the Post it Note Car Parks, a Welcome Sign, a Map of the Exhibition, I LOVE KCC pages, Childrens Exhibition/Comments & Thank you for Visiting. It was also agreed to arrange for an add on to the banner to remind residents it is this weekend, to finish off delivering the flyers especially near the A12 and the Industrial Park and to arrange for some bunting on the stairs.

- c. Agree manning of exhibition, including tea/coffee provision etc.

It was agreed Cllr Galloway would update the rota including further volunteers that have come forward and circulate the revised list.

It was agreed Cllr Burslem would purchase the comestibles.

It was agreed Cllr Galloway will supply the strips of 5 dots for residents to indicate their concerns, in addition to the colour coded Post it Notes to go on the corresponding Post It note Car Park. Cllr Burslem has supplied a sign in book for residents and it was agreed [REDACTED] will draw up the headings to make it easy for residents to sign in. It was agreed Cllr Buttle will purchase pencils.

- d. Update regards prints and other exhibits:

The school have supplied posters outlining what children aged 10-11 like and dislike about the village. Cllr Burslem outlined the progress he has made with the exhibition.

It was agreed that should residents wish to purchase copies of the photographs that they would be made available in sizes 7" x 5", A4, A3 and at a cost of £10, £15 and £20 respectively. It was agreed that Cllr Burslem would prepare a sign to explain this.

- e. Define what success looks like:

It was agreed that success would be based on the number of residents that attended and gave feedback in some form.

- f. Mission Statement:

It was agreed that once the issues had been identified that we would consider The Draft Vision.

7. The next steps:-

It was agreed Cllr Galloway would take the resulting feedback and report back to the Steering Group

8. Any other business

A planning application had been submitted to SCDC in respect of land at Alderlee, Main Road for a development of 10 houses.

It was agreed in the short time left it would not be possible to sensibly ask the residents their opinion but that it was important to draw attention to the Call Out for Sites Map. It was agreed Cllr Buttle would provide a map of the areas and a suitable wording to go with it to draw attention to the fact it was important residents made their views known.

9. **Date of next meeting**

The next Steering Group meeting will be held on Wednesday 6th June 2018 at 7:00pm.

There being no further discussion the Chairman formally closed the meeting at 8:45pm

Signed:.....

Dated:.....