

Draft

**Minutes of the Neighbourhood Plan Steering Group meeting held on  
Wednesday 18<sup>th</sup> July 2018 at 7:00pm in Kelsale Village Hall,  
Committee Room**

**Present:** Cllr Chris Burslem (Chairman)  
Cllr Claire Buttle  
Chris Colchester  
Kirsten Heckermann  
██████████  
Liz Flight (Clerk)

**In attendance:** Gillian Benjamin, Communities Officer, Communities Team, Suffolk and Waveney District Councils

**1. Apologies for absence**

Edwina Galloway ██████████, ██████████

**2. Declaration of Interests**

None

**3. Public Forum**

No members of the public were present

**4. To approve the draft minutes of the Steering Group meeting held on  
Wednesday 6<sup>th</sup> June 2018**

A copy of the draft minutes had been circulated to all members in advance of the meeting. These were proposed by Cllr Buttle for **Approval** by and seconded by Cllr Burslem. **All in Favour.** The minutes were duly signed by the Chairman as a true record.

**5. Matters arising from the Steering Group meeting held on Wednesday 6<sup>th</sup> June  
2018 and to update the Action List**

Cllr Galloway and ██████████ both had actions from the last meeting. As neither were present, it was agreed that their actions would be carried over to the next meeting agenda.

**6. Gillian Benjamin was asked for information and advice regarding the following  
issues**

- a) **To discuss the information gained at the public consultation and whether we have sufficient response from the community to move to the next stage or do we need to conduct still more consultation as numerically, even though they were circulated the same as Kelsale, the cum-Carlton part seem under represented in the attendance numbers**

Gillian reported that she had read the data analysis from the public consultation in June that had been emailed to her prior to the meeting but thought that more specific and detailed data needs to be gathered before the Neighbourhood Plan Working Group (NPWG) can move forward.

She suggested that although topics were highlighted as areas of concern by members of the public who attended the consultation, a further fact-finding exercise needs to be conducted. Developing a questionnaire would be an effective way of achieving this.

There was a short discussion regarding how the infrastructure in the area is suffering and that building houses will increase the strain on this. Gillian clarified that unlike planning policy; the health authority does not plan for the future. It can only deal with the number of people it is serving at the time. If there is an expansion of housing built in Saxmundham, the health facilities will eventually improve as surgeries are paid for the numbers of patients registered with them.

At this point Cllr Buttle stated that she had read the new draft Local Plan and confirmed that the majority of the 'call for sites' had been turned down as not suitable. Gillian suggested that the NPWG should be actively finding out which landowners want to develop their land and what is likely to be suitable for building on.

Cllr Buttle asked how much power did the NPWG over the planning process whilst the plan was being created. Gillian stated that there would be no power until the whole process was finalised and the draft plan had been approved and could start being used. She also stated that although the NP will provide a certain amount of control, it will not necessarily prevent houses from being built. A NP would only become a material consideration along with all the other material considerations.

#### **Actions to be taken:**

- Be clear – what is your vision? What are you trying to achieve? What will a successful Neighbourhood Plan look like?
- Produce a questionnaire to be distributed to every house in Kelsale-cum-Carlton.
- Questionnaire to concentrate on the areas of interest and concern that were identified during the consultation weekend.
- Questions to be structured to allow for measurable results.
- Do think carefully about how the questions are structured. Test the questions. Are they giving you the information that is required?
- Avoid presenting two questions as one.
- Agree on a format for the questionnaire. Gillian advised asking a question followed by a column of tick boxes in response.
- Do not use text boxes as this data is very difficult to analyse.
- Do not include questions about speeding, traffic or parking concerns. These need to be addressed directly with Highways.
- Questionnaire to concentrate on housing, jobs, leisure facilities (i.e. gym, provision for teenagers), the economy and sustainability.
- Do consider doing a separate questionnaire for young people. Or have a separate section for them. Consider approaching local schools to see if young people can complete their questionnaires there.
- Do include local businesses when canvassing views. Gillian advised that a separate questionnaire be designed for businesses in the area.
- Do find out the demand for what type of business space is needed.
  - Is there demand for more retail space?
  - Is there demand for business start-up space?
  - Is there any need for studio space for students and artists?
- Do utilise any work that has already been started. For example, Claire stated that the group had already generated a set of questions that hadn't yet been used. Gillian advised to use these as a starting point. Gillian will provide examples of sample questionnaires to help.
- Do not include too many questions. A maximum of around 40 split into sections should be ample.

- Do not collect personal data. All that is needed is age, sex and area that they live.
- Do not use postcodes as this is too broad an area.
- Do section the questionnaire into broad age groups.
- Do provide an electronic version of the survey. This can be achieved using Survey Monkey. A link to the questionnaire to be uploaded onto the website.
- Do ensure that the questions have 'tick' options or 'rate' options to enable robust analysis of the data. Analysis to be done on an anonymised numerical basis.
- Do consider borrowing a ballot box from the DC for responses.

**b) How does the attached letter dated 30<sup>th</sup> May from The Ministry of Housing, Communities & Local Government affect funding issues and this project?**

Gillian confirmed that this letter was a statement of the continuation of the funding already available. She advised that funding should not be sought until:

- The group has identified what it will need from a Consultant and to research which Consultant will be the best fit for the Kelsale Neighbourhood Plan.
- Formulate the questionnaire, distribute it and complete the analysis.
- Only after that engage the Consultant who will be able to help the group write the plan appropriate for the village.
- Add information regarding the Conservation area once it has been approved.

**c) How will/does the embryonic Local Plan currently being finalised by SCDC affect our endeavours regarding the Neighbourhood Plan and can/do we have any avenue for input into it?**

Gillian confirmed that the local plan will not be finalised until early next year as it is only at draft stage. She added that the Neighbourhood Plan has to reflect the local plan. This means that the Neighbourhood Plan has to sit within the local plan.

**d) What is the next step?**

Complete all the actions on the action list above.

**7. Any other business**

Chris requested that the Clerk send him a copy of last month's minutes.

**Date of next meeting**

The date of the next meeting is on 22<sup>nd</sup> August at 7.00pm at Kelsale Village Hall.

There being no further discussion the Chairman formally closed the meeting at 8.40pm

Signed:.....

Dated:.....