

**Minutes of the Neighbourhood Plan Steering Group meeting held on
Wednesday 22nd August 2018 at 7:00pm in Kelsale Village Hall,
Committee Room
Draft**

Present:

Cllr Chris Burslem (Chairman)	Cllr Keith Dickerson
Cllr Claire Buttle	Kirsten Heckermann
Cllr Edwina Galloway	Maureen Adams
Liz Flight (Clerk)	Jeremy Adams
Lizi Hartley	Sarah Baker

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

1. Apologies for absence

Eileen Cuthbert, Ray Ellis.

2. Declaration of Interests

Sarah Baker declared a pecuniary interest in SCDC's Consultation regarding the potential sites for development in respect of site 458.

3. To approve the draft minutes of the Steering Group meeting held on Wednesday 18th July 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** and seconded by Cllr Burslem. **All in Favour**. The minutes were duly signed by the Chairman as a true record.

4. Matters arising from the Steering Group meeting held on Wednesday June 2018

a) Cllr Galloway to contact Cllr Lumb for feedback regarding a lack of representation from Carlton residents at the exhibition day in May.

Cllr Galloway stated that she had been in conversation with Cllr Lumb recently and despite a written response to the anonymous letter distributed widely it has not been possible to track down the author (s) and (or their actual location) therefore understand the real underlying issues.

b) Cllr Galloway to contact Cllr Taylor to ask if a second exhibition day could be hosted at the school.

Cllr Galloway reported Cllr Taylor has confirmed that she is happy to host events at the school. Cllr Galloway suggested that a similar engagement event should take place at the school with a view of including more residents from Carlton. Lizi Hartley stated that in her experience holding events in schools can be very successful as residents feel more comfortable attending an event at a safe familiar venue. Gillian suggested that the Neighbourhood Planning Steering Group (NPSG) organise a variety of engagement events. This could involve contacting local groups such as sports and fitness clubs, the church etc. This type of engagement will be effective if done informally.

c) Sarah Baker to undertake initial work on gathering population statistics of the village.

Sarah presented an infographic that she had created using data gathered from the census. She stated that regarding the age group category, young people were under-represented and older people over-represented and there was little ethnic diversity. She also said that the population has remained more or less static since the year 2000. She reported that median earnings are only just over £25,000 per

year and as such suggest that an important need for the area will be for small affordable houses. She also stated that even the most affordable houses in the area are out of the reach of those households with median earnings. A brief discussion took place regarding the importance of this information to be included in the forthcoming engagement questionnaire.

- d) Cllr Galloway to find out if Charles Cuthbert would aid the Neighbourhood Group by collating any statistics gathered.

Cllr Galloway reported that Charles Cuthbert will be working on the statistics and hopes get the information to the NPSG in early September.

- e) Cllr Galloway to approach John Rayner for help with providing information for Historic England.

Cllr Galloway explained that to complete the Neighbourhood Plan certain information needs to be provided to Historic England. She stated that the new document regarding the proposed Conservation area will provide a lot of historical information which is helpful. However, she has contacted John Raynor for help with identifying archaeological data. Mr Raynor pointed Cllr Galloway to an online resource which shows all the areas in the village where archaeological finds have been located. Cllr Galloway has also contacted Suffolk County Council (SCC) for information. They have been very helpful and have offered to collate information not yet available online and will not charge the Parish Council for this service. Cllr Galloway stressed that this is a work in progress and she proposes in the first instance to put in a formal request to SCC for the information. She will report back to the group at a later meeting.

5. Presentation from Cllr Keith Dickerson on the environmental issues that will need consideration when formulating a Neighbourhood Plan.

Cllr Keith Dickerson gave a short oral presentation regarding the environmental issues that need consideration when formulating a Neighbourhood Plan (NP). He also provided an example of how another Parish Council has included sustainable development and low carbon policies in their NP. At this point, Gillian cautioned against these types of policies stating that NP policies must stick to land and planning issues only. Other considerations such as policies on low carbon footprints or sustainable building have 'no place' in a NP.

She suggested that the group think carefully about how any proposed policies will affect the land in the village. She said that putting aside land for green spaces or for a bigger designated nature reserve may be a way forward. She suggested that the NPSG contact and negotiate with landowners and potential developers to try to facilitate a successful outcome. As an example, she stated that negotiations to designate an area for renewable energy with a landowner may be possible if this had been identified as a priority as a result of the consultation and engagement work that had been undertaken by the NPSG.

She went on to stress that before any decisions can be taken regarding which policies are needed, a massive amount of work gathering, and analysing data needs to be done to test that there is enough interest for these policies. She said that more than public opinion is needed. The group would have to provide robust data and provide effective evidence.

There was a further brief discussion about what is and isn't appropriate to include in the NP. Gillian stated that transport issues could not be included unless for example it was identified that something that requires land such as a cycle path. However, cycle paths are very costly and would need to be funded by the Community Infrastructure

Levy (CIL) and money raised from CIL requires the building of more houses. This illustrated the difficulties that could be faced with such issues.

A question on whether the NP can contain a policy stating that houses will have to be built following sustainability criteria was raised. Gillian stated that a policy regarding the style of houses so that they are in keeping with the area is possible (especially if the area has been granted conservation status) but not specifically sustainability. This is due to national planning policy and building regulations. Developers cannot be forced to build homes to include specific criteria unless building regulations state that they have to be. At this point Cllr Dickerson suggested that Badger Homes are invited to a Parish Council meeting to begin a dialogue regarding the recent planning application for 44 houses in Ambleside.

6. Briefing from Cllr Edwina Galloway on the new proposed Suffolk Local Plan and its effect on the design of the Neighbourhood Plan.

Cllr Galloway had written a briefing paper that was circulated in advance of the meeting. This paper had considered the importance that the new draft Local Plan had placed on Neighbourhood Plans. Cllr Galloway had analysed the draft Local Plan and identified the many references made to NPs. Cllr Galloway also reported that she and Cllr Buttle had attended a one to one meeting with members of the Suffolk Coastal policy team as part of the consultation on the draft Local plan. She said that she was very concerned that policy writers did not seem aware of the existence or significance of Carlton Meres on the village and had not included any impact analysis of tourism in the area.

7. Response from Gillian Benjamin regarding the creation of a questionnaire for the village.

Gillian reported that she had studied the work that had already been completed by the Environment Working Group on formulating questions for inclusion in the proposed questionnaire. She made some suggestions for improvement. She also stated that she would look specifically at what information could be asked of residents without causing any issues around privacy and amend the survey questions accordingly.

She also provided examples of the types of questions that should be asked to enable satisfactory measurable analysis to take place. She recommended that language should be kept simple to encourage a greater percentage return. She stated that the group should consider asking 'bland' questions to prevent the respondents feeling like they were being led down a certain path of response. She thought that residents at Carlton Meres who were registered on the electoral roll should be included in the recipient list. In order to guarantee maximum response rate, Gillian recommended that the questionnaires are hand delivered to each recipient with together with a notice of a collection day. Completed questionnaires will then be collected by hand.

Gillian stressed the importance of not collecting any personal data that can identify individuals. Therefore, she suggested that only age, location (split the village into areas – do not use post codes) and gender should be collected.

Gillian also recommended that separate questionnaires should be developed for businesses in the area. All businesses should be included and sole traders and home workers could also be targeted. Another questionnaire aimed at children and young people should also be produced. Lizi suggested that the questionnaire is completed at the school and that children who were resident in the village need to be differentiated from those who are not. She also stated that teacher support is very likely as this project can be incorporated into the national curriculum.

8. Steering Group membership going forward.

Cllr Burslem would like to identify all the current members of the steering group as a number have not attended any meetings for some time. Cllr Galloway suggested that once the questionnaire has been drafted, it should be distributed to the working groups for their input. The response to this will provide the information to gauge which members which to remain as part of the group.

Actions identified from this meeting:

- Badger Homes to be invited to the next available Parish Council Meeting in September. **Clerk to add this item to the next Parish Council agenda.**
- Funds to cover the costs of producing and printing the questionnaire to be sourced via the Locality fund. **Clerk to investigate how to access these funds.**
- A project plan needs to be developed. **Cllr Burslem to decide how this is to be achieved.**
- The smaller working groups need to be revitalised. **Cllr Burslem to contact working groups to inform them of progress so far to gauge interest.**
- Clear objectives need to be provided to the working groups. **Whole group to decide objectives at next meeting. Clerk to include this item on the next agenda.**
- The next formal engagement event to take place in mid to late October at the school. **Cllr Galloway to contact Cllr Taylor to arrange a date.**
- Maureen Adams volunteered her services to the group. **Sarah Baker to include Maureen in her working group and show her what the group has been doing.**

9. Any Other Business

There was no other business

10. The date of the next meeting is on Wednesday 19th September at 7.00pm at Kelsale Village Hall. There being no further discussion, the Chairman formally closed the meeting at 8.55pm

Signed:.....

Dated:.....