

**Minutes of the 2nd Neighbourhood Plan Steering Group meeting held on
Wednesday 20th September 2017 at 7:00pm in Kelsale Village Hall,
Committee Room**

Present: Cllr Chris Burslem (Chairman)
Cllr Ray Ellis [REDACTED]
Cllr Claire Buttle [REDACTED]
Cllr David Baker [REDACTED]
Kirsten Hecktermann [REDACTED]
[REDACTED] [REDACTED]

In attendance: [REDACTED] – Clerk to the Council

1. Acting chairman's welcome and opening remarks

The Chairman welcomed all whom had attended and introductions were carried out.

2. Apologies for absence

Apologies were accepted from Cllrs Dickerson, Galloway, [REDACTED]
[REDACTED]. Cllr Pulham was not present.

3. Declaration of Interests

Cllrs Ellis and Baker declared a Pecuniary Interest in SCDC's Consultation regarding the potential sites for development.

4. To approve the minutes of the Steering Group meeting held on Wednesday 23rd August 2017

A copy of the draft minutes had been circulated to all members. These were Proposed for **Approval** by Cllr Buttle, Seconded by Cllr Ellis. The minutes were duly signed by the Chairman as a true record.

5. Matters arising from the Steering Group meeting held on Wednesday 23rd August 2017 and to update the Action List

The Action List was updated accordingly. [REDACTED] suggested the Steering Group should make enquires as to if the Fromus Valley Nature Reserve was protected and sited within an area of Outstanding Natural Beauty. **Action 2.1 – Jo Peters to contact Fromus Valley Nature Reserve.**

6. To Approve amended Constitution

A copy of this document had been circulated to all members. Further to a brief review it was agreed amendments were required and therefore this matter was deferred until the next meeting. It was also suggested the Clerk should obtain a copy of Leiston Town Council's Neighbourhood Plan constitution. **Action 2.2 – [REDACTED] to obtain a copy of Leiston TC's constitution.**

7. To Consider a Project Plan and the next steps

A copy of an e-mail received from [REDACTED] had been tabled for all members. The Chairman stated [REDACTED] had offered to assist with a Project Plan and himself and the Clerk would be meeting with [REDACTED] in the near future. **Action 2.3 – [REDACTED] to schedule meeting with Ian Galloway.**

8. To elect Working Group members

Housing & Development, Infrastructure & Transport and Social, Medical &

Educational – [REDACTED] & Cllr Ray Ellis volunteered their services.

Conservation Area & Environment & Recreation – Cllr Buttle, [REDACTED]

[REDACTED] volunteered their services.

Business & Commercial – No volunteers to date.

The Chairman asked members to inform either [REDACTED] or himself as to the Working Groups they would like to join. Cllr Ray Ellis suggested the Working Groups could be expanded to which there was a discussion. Cllr Ray Ellis stated he thought the Parish Plan should be a key document to feed in information to the Neighbourhood Plan.

9. Any other business

[REDACTED] confirmed she had spoken to [REDACTED] at SCDC and he had stated he felt Kelsale-cum-Carlton's Neighbourhood Plan would be complex as it was being implemented alongside the review of the Local Plan to which she gave details. [REDACTED]

[REDACTED] confirmed he had also recommended a Tourism Policy should be included within the plan.

It was agreed there would not be a Steering Group meeting in December 2017.

10. Date of next meeting

The next Steering Group meeting will be held on Wednesday 18th October 2017 at 7:00pm.

There being no further discussion the Chairman formally closed the meeting at 8:30pm

Signed:.....

Dated:.....