

**Minutes of the 7th Neighbourhood Plan Steering Group meeting held on
Wednesday 21st March 2018 at 7:00pm in Kelsale Village Hall,
Committee Room**

Present: Cllr Chris Burslem (Chairman)
Cllr Ray Ellis Cllr Claire Buttle
Cllr John Pulham Cllr Edwina Galloway

In attendance: [REDACTED] – Clerk to the Council. There were no members of the public in attendance

1. Chairman's welcome and opening remarks

The Chairman welcomed all whom had attended.

2. Apologies for absence

Apologies were accepted from [REDACTED] and [REDACTED]

3. Declaration of Interests

Cllrs Ellis declared a Pecuniary Interest in SCDC's Consultation regarding the potential sites for development in respect of site 450.

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

A copy of the draft minutes had been circulated to all members. These were **Unanimously** Proposed for **Approval** and duly signed by the Chairman as a true record of the meeting.

5. Matters arising from the Steering Group meeting held on Wednesday 21st February 2018 and to update the Action List

The Action List was updated accordingly. Cllr Buttle advised the banner to advertise the Open Day/Exhibition had now been delivered. It was agreed this would be hung four weeks prior to the event.

6. Open Day/Exhibition - Saturday 12th/Sunday 13th May 2018

a) Review/finalise questions for survey

There was a brief discussion regarding this matter and Cllr Pulham provided details regarding a Consultation Briefing Event in which he had recently attended. It was agreed that the Steering Group would finalise the questionnaire following information given by the officers from SCDC attending the forthcoming Parish Council meeting on 28.3.18. It was also suggested the questionnaire could be handed out at the Open/Day/Exhibition and then also enclosed within the next issue of the New Oasis.

[REDACTED] confirmed the correct Neighbourhood Plan process was as follows:-

To find out the Issues
Prepare a Draft Vision
Adopt the Vision
Prepare the Options Document
Prepare Draft Plan
Examination of Draft Plan
Complete final Plan
Hold Referendum
Adopt Plan

b) Discuss information to be included on questionnaire

This matter was discussed under item a).

c) See examples of exhibition pictures

The Chairman circulated examples of some of the proposed pictures to be displayed at the event.

d) Organisation etc. for Open Day/Exhibition

It was agreed a guest book for all attendees to sign in would be provided. It was also suggested that a rota needed to be set up. It was agreed the Call out for Sites information would be displayed at the event. **Action: Cllr Buttle to liaise with Leiston Press.**

7. Next Steps

It was suggested that Carlton Meres could possibly have a stand at the Public Exhibition and also [REDACTED] in respect of the Industrial Park.

8. Any other business

There was none.

9. Public Forum

There were no members of the public present

10. Date of next meeting

The next meeting of the Neighbourhood Plan Steering Group will be held on Wednesday 9th May 2018 at 7:00pm.

There being no further discussion the Chairman formally closed the meeting at 8:20pm

Signed:.....

Dated:.....