

**Minutes of the 8th Neighbourhood Plan Steering Group meeting held on
Wednesday 6th June 2018 at 7:00pm in Kelsale Village Hall,
Committee Room**

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

In attendance: None

1. Apologies for absence

Apologies were accepted from [REDACTED], Kirsten Hecktermann, Paul Dixon and Cllr Ray Ellis

2. Declaration of Interests

[REDACTED] 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 9th May 2018**

A copy of the draft minutes had been circulated to all members in advance of the meeting. These were proposed for **Approval** by Cllr Buttle and seconded by Cllr Burslam. **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 21st March
2018 and to update the Action List**

The Chairman reported that the Parish Council had responded to the application for Alderlee. There were no objections to this application.

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

a. To analyse the information gained:

Cllr Galloway presented the analysis of the data gathered from the Neighbourhood public meeting/exhibition that had been held on 12/13th May 2018 to the whole group. This consisted of a Powerpoint presentation. She concluded that there had been huge engagement from Kelsale residents but that Carlton residents had been under represented. She suggested that Cllr Lumb is contacted to ask if he has any insight as to why this occurred. Cllr Galloway reported that two people attended from East Green and one from North Green. The teenage sector of the population was not represented and there were no representatives in attendance from Carlton Meres management team.

Cllr Galloway reported on each of the areas that had been analysed and stated that housing and development was the most significant area that residents had been concerned about. Environment and heritage was also another significant area. She also stated that the primary school is highly valued by the community. At this point Cllr Burslem asked that if the consultation had been hosted by the primary school is it likely that a different demographic would have been reached? After a brief discussion it was agreed that the school should be approached to find out if they would be prepared to host a consultation day there to try and capture

more Carlton residents. The results from this could then be analysed similarly to ensure a more representative conclusion. Cllr Galloway continued by saying that health and care was another significant area of concern for residents. Suggestions made by some residents included a medical 'drop-in' centre to be held in Kelsale, like the one currently operating in Yoxford. A copy of the Powerpoint presentation and analysis have been forwarded to the surgery at Saxmundham for information. Cllr Buttler reported that she had spoken to business owners on the Carlton Industrial Estate who had suggested that improvements could be made by making more retail units available for the public to shop in. Once Cllr Galloway had finished her presentation she was thanked for all her hard work.

Actions: Cllr Galloway to contact both Cllr Lumb for feedback concerning the lack of residents from Carlton and Cllr Taylor to ask if the school would host a second public meeting/exhibition day.

b. Were lessons learnt from the exercise and how we might improve awareness and involvement in all parts of the community?

The lessons learnt from the exercise were as follows:

- More community engagement is necessary before robust conclusions can be drawn.
- A more thorough breakdown of the composition of the population in Kelsale and Carlton needs to be undertaken in the first instance.

Cllr Galloway suggested that [REDACTED] is approached to collate any statistics that have been gathered once they are available. She stated that she will liaise with [REDACTED] regarding information contained in a letter from Natural England.

Action: Cllr Galloway to speak to [REDACTED] regarding the collation of any statistics gathered.

7. The next steps:-

Cllr Burslem suggested that Gillian Benjamin is approached to speak at the next meeting to provide some advice and guidance. Historic England would like the steering group to approach the Suffolk Archaeology Service to provide more background information. Cllr Galloway agreed to liaise with [REDACTED], a local archaeologist, regarding information contained in a letter from Historic England. [REDACTED] agreed to undertake some initial work on gathering statistics from sources such as the population census and the Labour Force Survey in the first instance.

Actions: Cllr Burslem to invite Gillian Benjamin to the next meeting. Cllr Galloway to approach [REDACTED]. [REDACTED] to undertake initial work on gathering statistics.

8. Any other business

There was no other business

9. Date of next meeting

The date of the next meeting is on **Wednesday 18th July at 07.00pm** at Kelsale Village Hall.

There being no further discussion the Chairman formally closed the meeting at 08.45pm.

Signed:.....

Dated:.....