

**Minutes of the 1st Neighbourhood Plan Steering Group meeting held on
Wednesday 23rd August 2017 at 7:00pm in Kelsale Village Hall,
Committee Room**

Present:

██████████
Cllr Ray Ellis

Cllr John Pulham

Cllr Claire Buttle

Cllr David Baker

██████████
██████████

Cllr Edwina Galloway

Cllr Chris Burslem

In attendance: ██████████ – Clerk to the Council

1. Acting chairman's welcome and opening remarks

Cllr Chris Burslem welcomed all whom had attended and introductions were carried out.

2. Appoint/Agree Officers

- a. Chairman – It was **Unanimously Agreed** that Cllr Burslem should take on the role of Chairman. ***Cllr Burslem had No Objections and was duly appointed as Chairman.***
- b. Vice-Chairman – It was **Unanimously Agreed** that subject to his acceptance that Cllr Keith Dickerson should take on the role of Vice Chairman.
- c. Admin – It was **Unanimously Approved** that ██████████, Clerk should take on this role.

3. Apologies for absence

Apologies were accepted from Cllrs Dickerson, Major, Revell, Lumb and ██████████
██████████.

4. Declaration of Interests

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

5. Agree name for Steering Group

It was agreed the group would be known as Kelsale-cum-Carlton Neighbourhood Plan Steering Group.

5.1 - To Approve the draft Constitution

The Chairman had circulated a copy of this document to all members. Cllr Pulham offered some advice regarding this document and it was agreed he would carry out minor amendments, as necessary in order for this to be circulated for Approval.

6. Agree Physical Boundary Area for Plan

It was recommended that the Physical Boundary Area for the plan should include the whole Parish. **Approved Unanimously. Action 1.1: ██████████ to submit application form to SCDC.**

7. Outline Key Working Groups

There was a brief discussion and it was agreed the areas to be focussed on were as follows:-

- a. Housing & Development, Infrastructure & Transport and Social, Medical & Educational.
- b. Conservation Area and Environment & Recreation
- c. Business & Commercial

8. Discuss how to promote the Neighbourhood Plan and secure volunteers to assist

Cllr Ellis provided information regarding the benefits of a Neighbourhood Plan and stated the need for recruiting people onto this Steering Group was essential. [REDACTED] provided information regarding her knowledge on Rural Development. She stated that large housing developments in her opinion would not be suitable for the Parish but instead organic integrated developments should be considered. Cllr Ellis suggested someone from the school could be appointed onto the Steering Group and he also provided some ideas for gathering interest for volunteers. **Action 1.2: Cllr Ellis to make contact with individuals as discussed.**

9. Next steps & agree meeting regularity

It was agreed [REDACTED] would apply for the Boundary Area. The Chairman would make contact with [REDACTED] from the Industrial Park. Meetings would be held every month on the Wednesday prior to the Parish Council meeting. **Action 1.3: [REDACTED] to compile a list of 2017 meeting dates.**

10. Any other business

[REDACTED] stated he thought that Carlton was part of an Area of Outstanding Beauty. **Action 1.4: [REDACTED] to contact SCDC for clarification.** It was agreed the Steering Group should have a Website and Social Media Page. It was also suggested an update could be provided within the New Oasis. [REDACTED] recommended setting up a Facebook Page. **Action 1.5: [REDACTED] to compile Facebook page.**

The Chairman stated he had received a request from Saxmundham TC asking if a representative from each Neighbourhood Plan Steering Groups should attend future meetings. There was a brief discussion and it was agreed a representative could attend Saxmundham's Neighbourhood Plan meetings and vice-versa.

11. Date of next meeting

The next Steering Group meeting will be held on Wednesday 20th September 2017. It was agreed Public Forum needed to be added to the agenda. It was also agreed the Budget would be considered at this meeting.

There being no further discussion the Chairman formally closed the meeting at 8:45pm

Signed:.....

Dated:.....