

**Minutes of the Neighbourhood Plan Steering Group meeting held**  
**on**  
**Wednesday 19<sup>th</sup> September 2018 at 7:00pm in Kelsale Village Hall,**  
**Committee Room**  
**Draft**

**Present:**

Cllr Chris Burslem	Cllr Edwina Galloway
Cllr Claire Buttle	Chris Colchester
Paul Dixon	

**In attendance:** Gillian Benjamin

**1. Apologies for absence**

Sarah Baker, Amanda O'Farrell, Kirsten Hecktermann, Jeremy and Marie Adams

**2. Declaration of Interests**

None

**3. To approve the draft minutes of the Steering Group meeting held on Wednesday 22<sup>nd</sup> August 2018**

A copy of the draft minutes had been circulated to all members in advance of the meeting. These were proposed by Cllr Galloway for **Approval** and seconded by Cllr Buttle. **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 22<sup>nd</sup> August 2018.**

**4.1. Clerk to report on how to access funds to cover the costs of producing and printing the consultation questionnaire.** The Clerk reported that she had researched the method of applying for Neighbourhood Plan funding and had circulated the information to members of the group prior to the meeting. Cllr Galloway suggested that a project plan should be formulated prior to accessing any funds. Gillian Benjamin stated that she had forwarded a 'model' project plan to Cllr Burslem to use.

**4.2. Cllr Burslem to report on how a project plan will be developed going forward.** After a brief discussion it was agreed that Cllrs Burslem and Galloway plus one or two other members of the steering group will start the project plan process. It was also agreed that a skills audit would be needed for all members of the working parties to ensure that the correct members were assigned work best suited to them. Once the project plan has been completed it was agreed to make it (and any progress made) available to the public. Periodic public engagement using a variety of methods will also be used to inform the plan going forward.

**Action: Gillian Benjamin to send copies of a model Skills Audit form (for group members to complete before the project plan is completed) and information regarding potential methods of public engagement.**

**4.3. Cllr Burslem to report on progress regarding gauging the interest of those members of the smaller working groups.** After a brief discussion it was agreed that working groups would be finalised on completion of the skills audit which will feed into the project plan.

**4.4. Cllr Galloway to report on progress in securing a date for the next formal engagement event at the primary school.** It was agreed that due to the number of events during the autumn and time commitments of group members, a full formal engagement event will be postponed until after Christmas. However, Gillian suggested that the group have a stall at the school Christmas Fete to provide information to the public about the forthcoming Neighbourhood Plan to encourage future engagement.

5. **Consent forms for non-council members of the Steering Group.** The Clerk explained to the group that to comply with the new General Data Protection Regulations, consent forms will be required from group members who are not public servants. The consent forms will give the parish council permission to use their personal data (i.e. to include their names on Neighbourhood Planning Steering Group agendas/minutes). At this point Paul Dixon completed a consent form in the meeting and returned it to the Clerk.
6. **To decide objectives for the working groups.** After a brief discussion, it was agreed that any objectives for working groups could not be set until after the project plan had been completed.
7. **Update from Cllr Galloway regarding contact with Historic England.** Cllr Galloway explained that she had requested information from Suffolk County Councils 'Historic Environment Records' to help provide archaeological information needed by Historic England for completion of the Neighbourhood Plan. The Clerk confirmed that she had completed a formal request for information on behalf of the Council. Cllr Galloway then confirmed that a report regarding the proposed Conservation area in Kelsale will be available soon and that two members of the parish are successfully completing work regarding the history of the village and the types of wildlife present. She concluded that once collated, this work will result in a lot of useful information regarding the fabric and history of the area.
8. **Discuss draft questionnaire presented by Gillian Benjamin as a basis for further work.** Gillian went through the questions that she had chosen to include in the questionnaire and asked for comments. There was a discussion on which questions to include and remove. It was agreed that members of the group will have further discussions about which questions to include and email Gillian with any comments to allow her to amend the questionnaire accordingly. There was a brief discussion about making the questionnaire available electronically using an appropriate software package. It was agreed that any software used must provide good quality analytics. An analysis of the most appropriate software will be made and included in the project plan. At this point Cllr Burslem formally thanked Gillian for all the work she has done with the questionnaire.
9. **Any Other Business**  
It was agreed to hold an extra meeting on Wednesday 17<sup>th</sup> October to begin the project plan. Other relevant members of the group will be invited to take part in this initial meeting.

**10. Date of Next Meeting**

The date of the next Neighbourhood Plan Steering Group meeting is on Wednesday 24<sup>th</sup> October at 7.00pm at Kelsale Village Hall. There being no further discussion, the Chairman formally closed the meeting at 8.40pm.

Signed:.....

Dated:.....

DRAFT