

**Saxmundham Neighbourhood Plan Steering Group**  
**(NPSG) meeting minutes held on 5 March 2018, 12 noon, at the Old Police**  
**Station.**

**Present:** Jeremy Smith, Chairman of NPSG

Lyn Jardine

John Findlay

Christine Buttery

Peter Ewart

Emma Ratzler, Chief Executive Officer of Access Community Trust.

**In attendance:** Imogen Green (arrived at 12.30pm).

**Apologies:** Steve Palmer; Roger Plant; Gillian Benjamin (SCDC)

**1. Minutes of meeting of 12<sup>th</sup> February 2018:** All present agreed the minutes of 12<sup>th</sup> February 2018 (previously circulated) to be a true record. J. Smith apologised to those present for the change of timing of this meeting.

**2. Drawing up competing visions for future – dates offered by Chris Bowden of Navigus:** J. Smith advised he would liaise with C. Bowden to organise an appropriate date for the Steering Group to meet with him to develop our (alternative) “Visions” for Saxmundham. After discussion on dates offered, this will now most likely take place in April 2018. JS to liaise with CB over dates and circulate to SG members.

**3. Website and social media – Jeremy Smith report:** J. Smith gave those present a brief demonstration of the under construction Neighbourhood Plan website and advised that this should be up and running soon as a public-facing site. Additionally, the use of other social media platforms will be used to further publicise and engage with the public. He hoped to obtain training on editing the website in the near future, as part of the web development contract. The website needs to be used in tandem with the use of social media. It was agreed to include a clickable box on home page on “Young people”.

**4. Working group meetings – housing, community services:** J. Findlay gave a synopsis of the (previously circulated) minutes from the housing working group meeting.

**5. Demographic info from Chris Bowden:** J. Smith advised this agenda item was simply to note – any demographic information will be extremely useful in the Neighbourhood Plan process. He will circulate other useful information/reports on local demography.

**6. Young people and the NP – Emma Ratzler:** E.Ratzler advised she could help instigate engagement with young people of Saxmundham, however, it is important to clarify exactly the type of engagement needed to aid the development of the Neighbourhood Plan. All present agreed the importance of having as wide a demographic of Saxmundham residents involved in the Neighbourhood Plan as possible. Emma will make proposals on involvement of young people to next meeting of Steering Group.

**7. Other NPs – Framlingham, Leiston, Rendlesham (circulated herewith):** J. Smith explained this agenda item was just to note. These Neighbourhood Plans had been circulated to those present – the structures/approaches these plans have taken will be discussed at a later meeting.

**8. Working with Suffolk CC:** J. Smith advised he had attended a productive meeting with Suffolk County Councillor Richard Smith regarding the Neighbourhood Plan and including the future of the Street Farm Road site occupied by Suffolk County Council. Cllr R Smith had also proposed an officer who may act as “single entry point” contact for SCC. J. Smith was hopeful SCC Smith would be willing to attend a future NPSG meeting and will be in touch with him to arrange this.

**9. AOB:** Date of next meeting to be held on 09/04/18 at 9.15 a.m., Old Police Station.