

Saxmundham Neighbourhood Plan Steering Group:

Minutes from meeting: 12 February 2018

Present:

C. Buttery

J. Findlay

L. Jardine

E. Rutzer: ACT

S. Palmer

R. Plant

J. Smith: Chairman

G. Benjamin: SCDC

1. Minutes from the previous meeting 15.01.18: Briefly discussed and agreed.
2. Terms of reference:
 - Steering Group: A small update to the Purpose and Mission Statement was agreed.
 - Working Groups: Amendment agreed to make more flexible reference to survey/questionnaire, items e) and f).
3. Report on meeting with SCDC planning team 07.02.18:
 - The meeting was very good and open about the review of the LDP (Local Development Plan)
 - J. Smith: Most important point is that the LDP is likely to propose a large quantity of residential development for the SCDC area over the next 20 years.
 - R. Plant: The development for Saxmundham could be zero or 1,000. The higher quantity would bring more infrastructure.
 - Income from more housing development would be higher for the district council. For Saxmundham, it would provide more CIL (Community Infrastructure Levy).
 - J. Findlay: We will receive assistance from the SCDC planning team for our NP.
 - Infrastructure example: 800 new houses required in order for SCC to consider development of a new primary school.
 - J. Smith: some information needs to be received from SCC regarding infrastructure issues in Saxmundham.
 - G. Benjamin: We need to obtain figures regarding local education issues from SCC.
 - R. Plant: We must not be isolated in development of the Saxmundham NP. Need to consider impact on neighbouring parishes.
 - S. Palmer: Request that the working group covering public services investigate the trigger points for investment in infrastructure.
 - G. Benjamin: We need to identify the land options in the area and who is willing to sell land to developers. Also, establish where likely development will occur together with the housing quantity. This will allow Saxmundham NP to define the required infrastructure.
4. Discussion on Meeting with Chris Bowden, Navigus Consultants 05.02.18:
 - Surveys: These are very difficult to get exactly right and be able to draw firm conclusions from the data collected.
 - G. Benjamin: Surveys can assist with 'difficult to reach groups'. We can draw-up a good survey if the requirements are correctly identified. R. Plant: it will help the NP to confirm that everyone has been consulted.
 - J. Smith: Is it possible to ask large existential questions in a local survey?
 - G. Benjamin: Only use a survey or questionnaire when necessary to clarify identified issues. Not a requirement at this early stage of the NP.

- G. Benjamin: Workshop on public consultation 23.03.18. This will discuss how to reach people and also how to deal with any threats to developing an NP.
- J. Smith: On balance, we should look favourably on drawing-up a survey document. The NP working groups should be allowed to identify the requirements for the survey. Therefore the survey should be put back a few months, to enable issues to be clarified through other forms of consultation.
- J. Smith and S. Palmer: Establish the vision and objectives for the NP. Discussion and assistance required with Navigus consultant. Funds are available from the NP grant funding received in February 2018. Possible dates for consultant visit to be obtained.

5. Website:

- J. Smith the NP website is currently being developed by Herringbone. It will need a great deal of text input for each page. All links to relevant documentation to be placed on website. There will be a blog page inviting people to send in photos and be involved. Estimated completion date; early to mid-March.
- Facebook set-up: It was suggested that A. Eves be approached regarding potential setting-up of FB account for the Saxmundham NP. It will need someone to maintain the account.

6. Project Plan: R. Plant: Will revise reference to survey/questionnaire and also issue the plan in the corrected file format for Microsoft users.

7. Working Groups:

- Community Services (health, schools etc.): Members are: S. Palmer, R. Plant plus two others (incl. previous district councillor).
- Housing: Members: J. Findlay, C. Lucas, L. Jardine and one other. Would be helpful to have another two people in this group. First meeting to cover strategic approach to housing.
- Recreation and leisure: Sufficient people registered for this group and J. Smith to contact them. Establish the requirements for the town, sports, culture etc.. Include Street Farm SCC site and other potential sites in the discussions. Potentially merge health, education and public services with this group.

8. Involving other parishes:

- J. Smith: We will invite via the parish clerks from our neighbouring parishes to the NPSG meetings as observers.
- J. Findlay: It is important as the parishes of Benhall, Kelsale and Sternfield need to be aware of the intentions of the NP.

9. Next steps:

- Involving young people with the NP: E. Ratzler to prepare some helpful points on how to engage with this group. Good idea to invite some of those involved with the local schools and youth organisations to our NPSG meetings.
- Businesses of IP17: P. Ewart has conveyed importance of engagement with NP to this group. A little early to expect very much input from them as it has only recently been set-up. J. Smith to contact the chairman, Michael Light.

10. Any other business: J. Smith: We need access to several NP documents for reference. Suggested plans are from; Leiston, Framlingham plus one other. G. Benjamin to forward links to relevant documents and will include the Kessingland plan.

11. Date of next meeting: Suggested date 05.03.18 from 11.00am to 1.00pm. Assistant Town clerk to be invited to participate.

Meeting closed: 4.10pm