

Saxmundham Neighbourhood Plan Steering Group

Minutes of meeting held on 20th December 2017

Present: Christine Buttery, John Findlay, Lyn Jardine, Steve Palmer, Roger Plant, Emma Ratzer, Jeremy Smith

In attendance: Gillian Benjamin (SCDC). Apologies: Peter Ewart

1. Review of where we have got to so far (see brief notes of 4th November meeting)

The story so far was recapped – STC decision in 2015, Benhall & Kelsale did not agree to joint Plan, Area of Saxmundham parish agreed by SCDC in August 2017. Contact made with Kelsale (Chris Burslem) and Hilary Graham (Benhall) with view to coordination. First major public consultation meeting held on 4th November, 100 people in attendance.

2. Scope of Neighbourhood Plan

Apart from geographic scope (above), the thematic scope is currently broad, but may be refined later. We have volunteers for 6 workstreams/work groups, plus Communications. The Steering Group will set terms of reference and generally oversee working groups.

GB agreed to provide draft guidelines/terms of reference for Steering Group and Work Groups.

JS said he would start to convene first meeting of each in new year; Steve Palmer offered to convene community & public services group.

Re content of NPs: Discussion around fact that NP needs to cover formal planning-related issues, and also may include other policies and proposals which are important to the community. These will arise e.g. from quantitative survey/questionnaire. So it may be a two-part Plan.

GB agreed to circulate copies of other NPs from Suffolk towns/villages, including Kesgrave, which also has consultation document.

We need to target consultation for specific audiences/sections of community, especially the more difficult to reach ones. Community engagement is a requirement, part of examination by Planning Inspectorate.

3. Evidence (demographic etc.)

Suffolk Observatory website gives some useful demographic data for Saxmundham Ward (of SCDC) i.e. including neighbouring villages as well as Sax parish. Also, Community Action Suffolk provides info, with Office for National Statistics data but at parish level (cost about £80). JS suggested we need to consider if there is a material difference between Sax ward & Sax parish i.e. is there a real urban to rural difference? ER referred to Hidden Needs report from Suffolk Community Foundation.

4. Support from District Council

This is a legal requirement in principle. GB is key link. JS said he was trying (via Imogen in TC office) to fix meeting with planning officers re what may be available, and possible changes in planning positions.

Issues for possible exploration – relief road?, extent of new housing (LJ said 800) to trigger new primary school etc. RP referred to possible need for data analysis support from SCDC.

5. Consultation and engagement

- Possible new survey
Agreed that this is essential, discussion on timing. April?
Discussion on means of doing survey – hand deliver, central collection points..
- Targeting specific sections of the community
We need to target hard to reach groups.
Young people, elderly, young carers – engage with GP surgery patients’ committee
ER: ACT can help targeting
- Website for the NP, and other social media
Herringbone Design have been agreed following request for proposals, & JS has held first meeting with David Gillingwater. Site to include strong visuals, with blog page, static info on NP, pages for main thematic issues, & links to useful documentation.
Comms Group – to look e.g. at Facebook page

6. Working groups

See above - agreed to consider in more detail at next meeting

7. Approximate timetable for NP, and key steps for 2018

Survey – aim for early April 2018. Project plan, by mid-January; website by mid-February

About 1 year for collecting data and survey plus work of working groups, & begin drafting

8. Financing the NP – grant application

We can apply for NP grant up to £9000 and maybe more. CIL money (£1100) could be used e.g., for survey. Approx cost of survey estimated at £2000.

9. Other issues

Main task now to prepare survey; early meetings of working groups before survey – to identify issues and how they fit in existing planning framework

ER – website needs to involve youth council

10. Next meeting - Monday 15th January 2018, 4 – 5 p.m. at Fromus Centre.