

Saxmundham Neighbourhood Plan Steering Group (NPSG):

Minutes from meeting: 15 January 2018. Held at: Fromus Centre

Present:

Zoe Botten SCDC	Lyn Jardine
Christine Buttery	Steve Palmer
Peter Ewart	Roger Plant
John Findlay	Jeremy Smith

Apologies for absence: G. Benjamin SCDC, Emma Ratzer ACT

- Notes from previous NPSG meeting:** Discussed and agreed. J. Smith thanked R. Plant and L. Jardine for notes taken at the meeting.
- Election of Chair and Vice-chair of the NPSG:** It was agreed that J. Smith will be Chair of the NPSG and noted that he is also Chair of the NP working group which reports to Saxmundham Town Council (STC) regarding progress with the NP. It was also agreed that C. Buttery and J. Findlay will be joint Vice-Chairs of the NPSG.
- Terms of Reference (TOR) of the NPSG and frequency of meetings:** Draft TOR were previously circulated to all members. S. Palmer requested that the Purpose and Mission Statement be amended to state 'The purpose of the NPSG is to design and oversee a process that will result in the preparation of a Neighbourhood Plan for Saxmundham'.
 - It was agreed that the minimum number of committee members should be six. We also need to be open to expansion of the committee to include members from SCDC, plus the parishes of Kelsale and Benhall.
 - Meetings are to be held on a monthly basis initially during the NP set-up phase. The frequency can then be reviewed with the intention of holding meetings on a quarterly basis.
 - The agreed TOR must be viewed by STC and also made available to the public.
 - Funding: L. Jardine confirmed that an application has been made for grant funding for the NP. There is also some CIL funding which can be used towards the cost of a town survey if required. R. Plant confirmed that CIL funding will be available over a period of time as a result of development in Saxmundham and can be used towards the cost of an NP.
 - J. Smith stated that the number one task for the NPSG is to ensure that the plan is delivered on a timely basis according to the project plan and within budget.
 - The TOR document was unanimously agreed.
- Working Groups:** A draft of the TOR for working groups was previously circulated to all members of the NPSG:
 - J. Smith: It is necessary to get the working groups active and thinking about the survey requirements.
 - C. Buttery: all groups should consider existing data (demographic and from previous survey). Also need to note what already works for the town. J. Smith agreed that it is necessary to assess the current state of play in the area that each working group will be looking at.
 - J. Smith: The website should provide useful links to other websites in order to assist the working groups. P. Ewart added that in order to promote a good response to the survey, it would be useful to check the analytics of the website access.
 - The TOR for the working groups was agreed. There are separate TOR's for the Communications working party. It was agreed that these should include 'To monitor and analyse use of the various communications channels.

- The working groups will cover the following subjects: Housing (J. Findlay leading this group), Local Economy (insufficient members currently), Transport, Environment (potential to ask Greener Sax to participate), Recreation and Leisure (J. Smith to convene a meeting for this group).
5. Project plan and draft timetable for 2018: R. Plant issued copies of the example plan showing a time-line:
 - Critical milestones are very important. Plan preparation target dates are necessary to ensure that all the working groups meet the same, agreed, completion dates.
 - R.Plant went on to state: The plan is a two-year chart to enable the NPSG to monitor completion of all the crucial stages of the project. It must be shared with each working group for use as a guide for completing their part of the project.
 - J. Smith: The NPSG is happy to adopt the project plan as an initial guide. The NPSG will need to review the critical milestones of the project at a subsequent meeting. Necessary to consider if correct headings are in the plan and which dates are to be included. The first half-year will be to complete the survey and the second half-year will be to complete the data analysis and follow-up work in defining policies etc. This will influence the policies we wish to consider and adopt.
 - R. Plant will issue the draft project plan via e-mail prior to the next meeting.
 6. Survey/questionnaire: G. Benjamin of SCDC has supplied examples of various surveys used by other parishes.
 - We require some expertise on developing the survey. J. Smith suggested approaching M. Golding and N. Buttery.
 - It is important to avoid using leading questions.
 - Action Sax Survey 2011: J. Smith: We can use some of this data but the town was much smaller in 2011.
 - Proposal: It was agreed that we should invite two people from with the NPSG and two external people to develop the survey. J. Smith and G. Benjamin plus M. Golding and N. Buttery to meet and review potential survey questions as soon as possible. The reserve for this group will be S. Palmer.
 7. Website progress: The Communications Group to meet 19/01/18 to discuss access for updating the website. Meeting with Herringbone Design scheduled with members of the group.
 - Photos will scroll across the screen. The community can submit photos for inclusion at a later date.
 - Blog which can be categorized according to the subject.
 - Contact page
 - Links to useful documents.
 8. Reaching out to young people:
 - R. Plant: Saxmundham Free School has allocated a contact person for the NP. The Primary School has yet to be contacted. Leiston schools should also be contacted as seniors from Saxmundham attend the academy.
 - Z. Botten (SCDC) will join E. Ratzer (ACT) to ensure contact with the young people in the area.
 - J. Smith: It is necessary to review all organisations in the town in order to ensure contact with all community groups regarding the NP.
 9. Any other business: Meeting with C. Bowden of Navigus Consultancy arranged for 05/02/18 at 10.00am, venue to be confirmed. Next meeting of NPSG, 12/02/18 at 2.00pm in the Old Police Station.