http://cdn.zenfolio.net/zf/img/null.gif***LOGO***

**MINUTES   
of the inaugural meeting of the Elmswell Neighbourhood Plan Steering Committee held at 7.30 on 02.04.14   
in The Olympic Room at Blackbourne.**

**Present:** Marian Abbott , Philip Blissett, Neil Brown, Julie Cole, Peter Dow,Peter Edmonds, Mary Feeney, Terry Garner, Peter Goodridge,   
 Sarah Mansel, Shaun Pratt, Ann Richards, Jane Storey.

**Attending:** Gillian Benjamin

**Apologies:** Fred Pallett

1 Gillian Benjamin spoke as interim Chairman and welcomed members, briefly outlining her  
 role in Community Action Suffolk as the County-wide co-ordinator and adviser on the  
 Neighbourhood Plan process.

2 Members introduced themselves and briefly outlined their hopes for the Elmswell  
 Neighbourhood Plan.

3 Following discussion there was broad consensus that:  
 3.1 The group offers a broad and balanced skill base with wide contacts throughout the  
 community and very relevant experience.  
 3.2 It is crucial that the proceedings of the group be seen as open, honest, transparent and not  
 beholden to or unduly influenced by any organisation or ginger group.   
 3.3 Diversity and openness are key to spreading the awareness of the importance of the  
 Neighbourhood Plan exercise and to broadening the demographic beyond that which was  
 evident at the 27.02.14 public meeting.  
 3.4 There must be an awareness of the apathy to such initiatives and communication with the  
 community needs to encourage participation and a sense of ownership of the process  
 together with a realisation of the potential import of the outcomes.

4 Having had prior reference to various relevant documents and to the 2006 Elmswell Village Plan,  
 members agreed a first draft of definitive issues to be covered, being, in no particular order:  
 4.1 Housing...probably requiring, effectively, a Housing Needs Survey;  
 4.2 Transport and communication;  
 4.3 Health & wellbeing, including crime;  
 4.4 Education & training;  
 4.5 Issues surrounding the ‘more mature’ population;  
 4.6 Issues surrounding children & the young population;  
 4.7 Employment & economic activity;  
 4.8 The environment, open spaces & green issues;  
 4.9 Facilities including social, retail and service industries:  
 4.10 A general portmanteau to catch any issues not specified.

5 Under Any other Business, the following points were discussed and clarified:  
 5.1 A Group member would be identified as liaison with consultees towards defining the  
 framework & content of the questionnaire...Marian Abbott offered ‘Youth’, Shaun Pratt  
 offered ‘Business’;  
 5.2 The Group is entirely autonomous with regard to its deliberations and decisions. It is not a  
 committee of the Parish Council which will provide the secretariat but have no greater input  
 than any other village organisation. This must be made clear to the community from the  
 outset to avoid any taint of ‘cronyism’ or cabal;  
 5.3 The Group needs no more members at this point. A complement of 14 is as many as can  
 reasonably function at this level. Others who have offered to serve will be included in  
 consultations and could be considered in reserve against the possibility of any vacancy that  
 the Group might wish to see filled;  
 5.4 Guests from the community may be invited to specific meetings if it is considered that their  
 feedback is best assessed face-to-face;  
 5.5 Facebook & Twitter, or other social media, are valuable indicators of openness and of wide  
 multi-media consultation. Julie Cole is to liaise with Vince Woodward towards taking on the  
 accounts he has set up in advance. Neil Brown will advise on new platforms currently being  
 adopted by youngsters in the village. Any such input will be by way of comment to be noted  
 or of factual reference only, rather than debate.  
 5.6 Peter Goodridge undertook to liaise with Vince Woodward towards the Group managing  
 input to the N.P. web page which he has recently set up on the EAA website;   
 5.7 All agreed that their email addresses can be in the public domain;  
 5.8 The email contact group which already exists to keep informed all who have expressed an  
 interest in the N.P. process will continue, and all such detail will still be made available to all  
 via the website;  
 5.9 The examples of neighbourhood plan draft documents from other communities were  
 distributed and will be swap-circulated to all who wish to see them at Group meetings.   
 Gillian Benjamin undertook to copy web addresses where such publications can be found.  
 5.10 Given the size of some of the attachments, hard copies of the ‘Roadmap’ and other  
 reference documents are available via Peter Dow on request as necessary, in addition to  
 circulation by email;  
 5.11 A bespoke email address is to be set up.

***...over...***

6 Actions prior to the next meeting were identified as:  
 6.1 Completion of individual Skills Audit, as circulated;  
 6.2 Individual suggestions compiled towards fleshing-out the categories at 4 above;

7 The meeting gratefully accepted the offer of Sarah Mansel to act as Chair and of Peter Goodridge to  
 serve as Vice-chair. Peter Dow is to continue as Secretary.

8 The date of the next meeting was agreed as Tuesday 22nd April at 7.30 in the Memorial Library. It  
 was agreed that Gillian Benjamin should be asked to attend.

9 The meeting closed at 9.15.  
  
  
**Peter Dow  
04.04.14**