

Minutes of Meeting on 8th July 2021
Meeting of Elmstead Neighbourhood Plan Steering Group
Held at the Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Amanda Brennan, Sally Fairey, Maxine Jeggo, Martine Ward and Gill Williams. Mr Lucas Carroll (Chairman) and Mr Adam Gladwin.
Mrs A Baxter (clerk) and 2 members of the working task groups. Mrs Holly Ward – Communications and Mr Mick Champion – Development and Traffic.

21/001 Election of Chairman 2021-22

It was resolved to elect Mr L Carroll as Chairman. Proposed: Cllr Ward, Seconded: Cllr Fairey, all in favour.

21/002 Election of Vice-Chairman

It was resolved to elect Mr Adam Gladwin as Vice-Chairman. Proposed: Cllr Ward, Seconded: Cllr Fairey, all in favour.

21/003 Chairman's welcome.

Mr Carroll said that we would work together to do our best, to make sure that Elmstead remains a beautiful village and make sure that the Garden Village is as promised.

21/004 Apologies for Absence.

None.

21/005 Declaration of Pecuniary Interests and Personal Interests.

Mr Carroll declared a personal interest in that he is on the liaison group of the Garden Community.

21/006 Public Speaking

None.

21/007 To formally establish the following task groups and appoint a lead person and members for each task group.

i) Development and Traffic

Membership: Cllrs Brennan, Fairey, Jeggo, Ward and Williams. Mr Champion. Lead person: Mr Champion.

ii) Design and Environment

Membership: Cllrs Jeggo, Ward and Williams. Mr Gladwin. Lead person: Mr Gladwin.

iii) Communications

Membership: Cllrs Fairey and Jeggo. Mr Carroll and Mrs Ward. Lead person: Mrs Ward.

The above was resolved. Proposed: Mr Carroll, Seconded: Cllr Ward, all in favour.

The tasks groups are to organise their own meetings, the chairs to set up.

21/008 To receive an update on the Development and Traffic tasks

Mr Champion: Sue will help with the tasks, and he also has someone in mind to ask. He's been to Leiston where they have something similar to the plans he's drawn out. He has drawn another plan regarding the bus stop changes.

Cllr Fairey: The NHS are not in agreement with moving the Elmstead practise, so traffic will need to be improved around that area. Mr Champion added that with his suggested double yellow lines on Chapel Lane there will be enough room for 4 or 5 bays at the end. It would be good to mark out a pavement. Cllr Fairey has tried but been unable to get a 20mph speed limit along Chapel Lane. It would be good to have something to reduce the speed. Cllrs Williams and Fairey have both sent their information to O'Neill Homer who will come up with draft policies.

Mr Champion recommended the undertaking of traffic surveys. He has done some and went through the results. There will be a large influx of traffic through the village with the Garden Community. We can't take the Rapid Transport System into account as our NP is a

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10-year plan and it won't be running by then. But we will have an additional 2,500 homes by 2033. We'll ask on social media if anyone will do a traffic survey. Mr Gladwin will help with a form to complete.

Housing: The current community centre site was discussed for possible affordable housing. It was commented that it would be good for starter homes, that it would be good to prioritise local people and that 2-bedroom properties may be more desirable.

21/009 To receive an update on the Design and Environment tasks

Cllr Williams said that O'Neil Homer would like the historical views on a map. Mr Gladwin has a map that he can do this on and will speak to Cllr Williams.

21/010 To receive an update from the Communications task group.

To include a recommendation for channels of communication and to review a communications plan. To discuss who can approve communications with a possible addition to the terms of reference to be recommended to the full council.

Mrs Ward went through the communications documents. It was resolved to recommend these to council for approval. Proposed: Cllr Ward, Seconded; Mr Carroll, all in favour. It will be recommended that the Steering Group looks at forward planning for wording for communications, and that text can be approved by Cllrs Fairey and Jeggo who are on the Communications task group.

Branding was discussed, and the banner from the PC website will be used.

Mrs Ward and Mr Lucas will work on the text for the next Upmarket and social media communication to include key messages, key dates and an update.

21/011 Budget

To discuss a budget for NP expenditure for 2021/22 for recommendation to the full council.

Possible costs were discussed: 6 months' worth of inserts in Upmarket at £25/insert.

Google Drive monthly fee. Printing of the next paper survey. Expenses for the focus groups. Noticeboards. Mrs Ward will ask Vine Press for costings for 950 surveys.

21/012 Items for the next agenda or for information only

None

21/013 Date of next meeting

To be decided when it's necessary to meet.

The meeting closed at 8.58pm.

There being no further public business members were thanked for their attendance.

Minutes written by Mrs. A Baxter

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