

KESGRAVE TOWN COUNCIL

Kesgrave Neighbourhood Plan Steering Group Sub-Committee Minutes held on the 5th March 2018 in the Council Chamber, Kesgrave Town Council

Councillors Present:

Kevin Archer
Avtar Athwall
Neal Beecroft-Smith
Alan Comber
Becky Patten (*Vice Chairman of the Steering Group*)

Members of the Public:

Brian Anstey
Sue Anstey
Barbara Lown
Paul Carr
Duncan Coldwell
Dave Collins
Angela Finch
Sajani George
Rob Gibson
Jonathan Ogden (*Chairman of the Steering Group*)
David Walkling
Daniel Whiting

In Attendance:

- Susan Clements – Town Clerk
1. **Welcome and Apologies for Absence** – The Chairman welcomed those present at the Meeting and in particular the new members of the Group. Apologies for absence were received from Andy Flatman and Brendan Tuck (AFC Kesgrave).
 2. **Declaration of Interests** – There were no declarations of interest.
 3. **Minutes of the Last Meeting** – These Minutes were received, considered and approved by the Committee, following the vote. (Copy in Minute Book).
 4. **Community Engagement** – The Chairman provided a brief update about the Neighbourhood Plan. New members of the Group received an overview and an update with regard to the engagement work which has been carried out so far in the Kesgrave Neighbourhood Plan process.
 5. **Neighbourhood Plan – Town Council's Website** – Following a discussion, it was agreed to recommend to the full Town Council via the Planning and Development Committee Meeting on the 12th March 2018, that various documents should be uploaded onto the relevant area of the Town Council's Website and that hard copies will be retained in a folder. These are:
 - Minutes;
 - Terms of Reference
 - Community Engagement Strategy;

- Project Plan;
 - Timetable;
 - Stakeholder Clubs/Organisations, GP Surgery, Businesses etc. list;
- 6. Date of Next Meeting** – The next Meeting will be held on Tuesday, 13th March 2018 at 6.15pm at the Town Council Offices.
- 7. Agenda Items for Next Meeting** – No items were requested.
- 8. General Discussion** – The Chairman opened up the Meeting so that the new members of the Group could voice their respective comments, observations and ask questions about how they see the Neighbourhood Plan proceeding as it progresses.

There being no other business, the Meeting closed at 7.15pm.

Signed: Chairman..... Date.....