

**Elmswell Neighbourhood Plan**

**MINUTES**

**of the Steering Group meeting held on  
11th June 2014 at The Blackbourne**

**Present:** Marian Abbott,Philip Blissett, Neil Brown, Julie Cole, Peter Dow,Peter Edmonds,   
 Mary Feeney, Terry Garner, Peter Goodridge, Sarah Mansel (Ch.), Fred Pallett,   
 Shaun Pratt, Ann Richards,

**Attending:** Gillian Benjamin

1. There were no apologies for absence.

2. The Minutes of the last meeting held on 22nd April were approved as a true record.

3. The Meeting received a report on Annual Parish Meeting (APM) held on 14th May, by  
 way of the Minutes referred to the Group from the Annual Parish Council meeting on  
 29th May. It was accepted that the prominence of the impending Bacon Factory  
 development and the widespread support for a relief road were overwhelming factors  
 emerging, as before, from the public.  
 There was discussion regarding the emerging Community Infrastructure Levy (CIL)  
 which will augment or replace the current system for securing financial contributions  
 towards infrastructure provision from future development. It was noted that the  
 standard 15% CIL contribution handed to the local community would be increased to  
 25% if that community has a Neighbourhood Plan in place.

4. Considering the next steps, the following were noted, having taken account of APM  
 feedback:  
 4.1 The schedule of ‘Issues’ as refined by contributions from members was  
 accepted as a fair basis for developing the questionnaire;  
 4.2 The stakeholder analysis was revised so as to:  
 4.2.1 raise the profile of ‘Village Clubs & Organisations’ into the next-to-top  
 category re both influence on the Plan and most affected by the  
 outcomes;  
 4.2.2 include St John’s Church in the schedule of Village Clubs &  
 Organisations.  
 4.3 It was accepted that the Project Plan was on target.

5. It was agreed that the next steps should centre on the customisation of draft questions  
 culled by Gillian Benjamin from the CAS database upon which the questionnaire will be  
 based. Three different sets of questions will be emailed across to members for review  
 towards discussion at the next meeting. Once determined, this will inform the process  
 of identifying groups to be consulted individually to establish the range and suitability of  
 the enquiries.

6. Peter Goodridge and Julie Cole confirmed progress towards linking the Plan process to  
 social media and a website.

7. The meeting noted correspondence regarding the system of establishing procedures  
 and numbers for pupil intake within SCC with reference to recent difficulties outlined by  
 a parent in a letter to the Parish Council and referred on to the Group as relevant to the  
 Plan process. There was well informed discussion which helped outline current  
 procedures and constraints on individual schools. The Secretary was asked to contact  
 SCC to confirm the process whereby a school’s allocated Pupil Admission Number  
 might be reviewed.

8. The following was noted when any other business was invited for discussion, to be  
 noted or for inclusion on a future agenda:  
 8.1 The Secretary is to contact the Village Recorder towards sourcing plans which  
 indicate the growth of the village in the recent past;  
 8.2 The Secretary is to contact the Mid Anglia Rail Transport Association to try to  
 establish timetables for current rail freight traffic through Elmswell and projected  
 growth figures as the Ipswich Chord project develops and to sound out the  
 subsequent possibility for funding to ameliorate the effects of the growth on the  
 village;  
 8.3 The Secretary is to look out the Harrow Estates traffic stats.re the rail crossing  
 and to seek information towards possible web cam coverage to simplify an  
 independent survey;  
 8.3 Mary Feeney drew Members’ attention to the MSDC Planning website which  
 carries some interesting and illuminating comments from various agencies  
 regarding the Bacon Factory application for development;  
 8.4 Mary Feeney agreed to look out relevant traffic statistics from the most recent  
 School Travel plan.

9. It was agreed that the next meeting should be scheduled for Tuesday 1st July at  
 Blackbourne, beginning at 7.30. Apologies were noted in advance from Marian Abbott  
 and Gillian Benjamin.

10. The meeting closed at 9.10.

**Peter Dow**