

**Minutes of the 32nd Neighbourhood Plan Committee meeting held on
Tuesday 13th February 2018 at 7:30pm in the Atrium at
Wickham Market Resource Centre**

Present:

Cllr Dick Jenkinson (Chairman)	
Hannah Benstead	Sonya Exton
Cllr Robin Cooke	Roger Theobald
Wendy Slaney	Anne Westover
Colin Owens	

In attendance: Jo Peters – Clerk to the Council, Chris Bowden – Navigus Planning & Stephen Brown - SCDC

1. Chairman's opening remarks and to receive apologies for absence

Apologies were accepted from George Hering, Arthur Stansfield, Angela Hadley and Ray Lewis. Cllr Clune was not present.

The Chairman gave details regarding a map in which he had produced by placing red dots providing information where all Committee members lived within Wickham Market.

2. Declarations of Interest

There were none.

3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 9th January 2018

Subject to a minor amendment the draft minutes were Proposed for **Approval** by Cllr Cooke, Seconded by Roger Theobald. **All in Favour**. The minutes were duly signed by the Chairman as a true record.

4. Review Neighbourhood Plan Action List and record all completed and outstanding items

The Action List was updated accordingly.

The Chairman gave details regarding the recent funding received from Locality and confirmed that Jo Peters had now spoken to Locality whom had advised the Committee could hand back any unspent funds and reapply in March for the next round of funding which opens in April 2018.

5. Latest Draft of NP Options Document

The Chairman confirmed that Anne Westover had now incorporated the Options document into her policy work to which he gave details.

Colin Owens raised concerns and stated he thought the Options document was relevant and should be put forward and made available for viewing at the Open Meeting.

6. Social Policies in the Neighbourhood Plan

Wendy Slaney gave details regarding the meeting held to discuss Social Policies to be included within the Neighbourhood Plan. The Chairman reported that Angela Hadley had circulated a document to which he confirmed he would forward to all Committee members and to include Chris Bowden and Stephen Brown. **Action 32.1 – Chairman to circulate Angela Hadley's paper on proposed Social Policies.**

Chris Bowden gave details as to how these policies could be incorporated into the Neighbourhood Plan. There was also a brief discussion regarding how to consult with hard to reach groups to which Chris Bowden provided advice.

7. Policy work

Anne Westover had circulated a copy of her draft document to all Committee members. She provided details regarding the work in which she had carried out to date and stated as the Neighbourhood Plan Vision document was still in draft format this would need to be finalised and include all comments received. **Action 32.2 - Colin Owens to look into comments received in respect of the draft Vision document and re-circulate.** The Chairman provided details regarding documents produced following the draft Vision and confirmed that Anne Westover had incorporated details from the draft Vision and the Options document within her work to which he gave details. It was suggested the headings on Anne's policy work could be amended to be in line with both the Vision and Options document. **Action 32.3 – Anne Westover to amend headings within Policy document.** Chris Bowden provided advice regarding the work carried out by Anne Westover and stated the Committee should look at the Local Plan and what areas are adequately covered in order to then come up with the relevant policies required for Wickham Market. Stephen Brown provided details regarding the review of SCDC's Local Plan and Chris Bowden recommended the Committee should concentrate on the issues raised by the local community and if there is not a policy already in place then the Neighbourhood Plan needs to include this. The Chairman stated under the last review of the Local Plan there were lots of changes and asked would this be the case this time. Stephen Brown gave details regarding the current review to which the Chairman stated he hoped that SCDC would adopt the updated Parking Policy within this review.

The Chairman stated he was impressed with the wording Anne Westover had provided within her work carried out, to date and suggested The Old School Building needed to be included under item 2.9. Anne Westover confirmed she had liaised with Chris Bowden regarding the work in which she had carried out and recommended that Committee members should look at SCDC policies in order to assist in identifying any policies that needed to be created for Wickham Market. There was a brief discussion regarding more energy efficient housing to which Stephen Brown and Chris Bowden gave advice and guidance. **Action 32.4 – Chris Bowden to circulate guidance regarding low carbon Neighbourhood Planning.**

There was a discussion regarding site allocation and policy wording to be included and the Chairman suggested that Anne Westover could recommend relevant policies the Committee should read in respect of these. **Action 32.5 – Anne to recommend policies for reading by the Committee.**

8. Site Options and Assessment

The Chairman provided details regarding the document received. There was a discussion and the Chairman stated the sooner that he could feed back any comments to Una McGaughrin this would then enable her to make this document final. It was agreed any comments should be submitted back to the Chairman by 20th February 2018. **Action 32.6 – Committee members to review Site Options & Assessment document and submit comments to the Chairman by 20.2.18.**

Anne Westover raised concerns regarding the wording included regarding the proposed access for the Simons Cross allotment site and asked would SC Highways be asked to provide feedback in respect of the proposed access. There was also a discussion regarding how to ensure there would be adequate services provided within any new development sites.

9. Navigus Planning Update

Chris Bowden gave details regarding the HRA Screening Report and SEA Scoping documents. He confirmed these documents would now require consulting to confirm if a Habitats Survey would be required. It was agreed comments in respect of these reports should be fed back to the Chairman by 20.2.18. **Action 32.7 – Committee to submit comments to the Chairman by 20.2.18.**

10. Landowner discussions

There was a brief discussion regarding this matter and it was agreed that landowners could be invited to attend a future Committee meeting. Chris Bowden provided advice regarding the process in respect of these discussions.

11. Open Meeting – 18th March 2018

Anne Westover suggested the Non-Designated Assets should be highlighted at this meeting. The Chairman reported himself and George Herring had met to discuss the process for this meeting. It was suggested that a rolling PowerPoint presentation could be shown throughout the day along with various display boards showing the relevant matters to which he gave details. The Chairman advised he had produced a map to which could be displayed. He circulated a copy of this and reported that this showed land that should be protected from development and land that could be put forward for possible development to which Anne Westover raised concerns regarding the fact that no formal discussions had been held regarding specific areas of land being shown.

Chris Bowden gave advice regarding this matter and suggested these details could be put forward to the public as preferred options in order to gain views from members of the community. Sonya Exton also raised concerns to which Stephen Brown and Chris Bowden offered advice regarding requirements for sites and the sort of developments which could be built on them. Concerns were raised regarding new homes not being affordable and ways to achieve this to which Stephen Brown and Chris Bowden offered advice. It was agreed any maps displayed should state these are areas which could include options/possibilities for future development within the village. It was agreed an additional meeting should be held to discuss the sites to be included. **Action 32.8 – Meeting to be held on Tuesday 27th February 2018 from 2 – 4.30pm.** It was also agreed the Chairman would amend his newsletter article in respect of the Open Day. **Action 32.9 – Chairman to amend newsletter article.**

12. Any Other Matters Arising

There were none.

13. Public Forum

There were no members of the public present.

14. Date of next meetings

The next Neighbourhood Plan Committee meetings will be held on Tuesday 13th March 2018 and an amended meeting date in April being Tuesday 24th April 2018.

There being no further discussion the Chairman formally closed the meeting at 10.30pm

Signed:.....

Dated:.....