

Minutes of the 31st Neighbourhood Plan Committee meeting held on Tuesday 9th January 2018 at 7:30pm in Wickham Market Resource Centre

Present:

Cllr Dick Jenkinson (Chairman)	
Hannah Benstead	Cllr Robin Cooke
Arthur Stansfield	Roger Theobald
George Hering	Wendy Slaney
Anne Westover	Ray Lewis
Colin Owens	Angela Hadley

In attendance: Jo Peters – Clerk to the Council

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

Apologies were accepted from Sonia Exton. Cllr Clune was not present.

2. Declarations of Interest

George Hering declared a Pecuniary Interest as he is Director of IBIS Marketing Ltd.

3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 12th December 2017

The draft minutes were **Unanimously Approved** and 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.

Action 28.4 - It was agreed that Angela Hadley, Wendy Slaney, Hanna Benstead and the Chairman would meet in the Resource Centre on 23rd January 2018 at 10am.

The Chairman reported on the concerns raised regarding parking arrangements for the residents at Richard Kitson Court. He stated that he had asked SCDC to address the matter of the residents whom are continuously parking within in the disabled bays and confirmed this matter had also been reported to SCDC's Blue Badge Fraud department. He provided details regarding the change of status to Richard Kitson Court and confirmed this was now classed as Social Sheltered Housing. **Action 31.1 – Chairman to write to Malcolm Kerry to find out where the higher dependency sheltered housing was located which was close to Wickham Market.**

5. Comments on updated NP Options Document

The Chairman stated he had carried out two further revisions to this document and these had proved to be quite difficult to which he gave details. He provided information regarding the document and confirmed he had now circulated the updated version. The Chairman also provided clarification regarding background in respect of this document. Angela Hadley suggested this documents purpose should be to provide examples of matters the Committee wished to take forward and form as part of the Neighbourhood Plan with the proviso that if other items needed to be added they could be at a later date.

Anne Westover raised concerns regarding the comments regarding extending the Physical Limits Boundaries. She also raised concerns regarding the wording stating that the Neighbourhood Plan would support applications with NPFF 55 policy and it was agreed the wording in respect of this matter would need to be reconsidered.

Several other concerns were raised regarding the wording within the Options Document and it was agreed that Committee members would review this document and submit concerns/queries to the Chairman. **Action 31.2 - Angela Hadley suggested this document could be renamed Community Priorities.**

It was also agreed a small Working Group could be formed to amend/update this document. Working Group to consist of Anne Westover, Wendy Slaney, Ray Lewis and the Chairman to meet on 16.1.17 at 2pm.

6. Young People's Survey update

George Hering confirmed he had met with Joe whom is a member of the local youth willing to assist compiling the Young People's Survey. He reported that Joe had suggested some changes to the draft survey and confirmed he had now e-mailed the Youth Club but to date has not received a response. George Hering advised that Framlingham Youth Group had now responded to his query to which he gave details. The Chairman suggested that George Hering could also send the draft survey to Cllr Liz Quickendon in order for her to liaise with pupils at Wickham Market Primary School. **Action 31.3 – Chairman to provide George Hering with Cllr Quickendon's contact details.**

7. Update on review of draft Landscape Appraisal

The Chairman reported that Lucy Batchelor-Wylam had confirmed she had looked at the suggested corrections and was due to commence work in order to incorporate these in the very near future.

8. Site Options and Assessment – Review comments on draft

A copy of this draft document had been circulated to all Committee members. Concerns were raised that not all sites submitted to AECOM had been included. There was a discussion and it was agreed the Chairman should write to Una McGaughrin, AECOM for an explanation as to why she had only carried out assessments for 18 sites and not included all 26 sites submitted. **Action 31.4 – Chairman to e-mail Una McGaughrin ASAP and ask her to explain why she hadn't included all sites and request that she includes these.** It was agreed a Working Group would be formed in order for the Committee to review this draft document. Working Group to consist of Chairman, Jo Peters, George Hering, Ray Lewis, Colin Owens, Hannah Benstead and Angela Hadley.

9. Navigus Planning Update

The Chairman confirmed work had commenced on the Strategic Environment Assessment Scoping & Screening report. Colin Owens suggested the Committee should look at how Navigus Planning would complete the work required in order for the grant funding received from Locality to be spent. Jo Peters suggested she could telephone Locality in order to ask if an extension to the date the funding needed to be spent by could be applied for. **Action 31.5 – Jo Peters to contact Locality regarding funding options available.**

10. Landowner discussions

The Chairman reported he had now liaised with Chris Bowden regarding this matter and confirmed he had recommended this matter should be deferred until the Committee had reviewed the Site Options & Assessment document.

11. Date for next Open Public Meeting

Following a discussion, it was agreed the date for the next Open Public Meeting would be confirmed once discussions had been held with AECOM and Locality. There was a brief discussion regarding the scope of the proposed Open Public Meeting and it was agreed this meeting could not be held until the final Landscape Appraisal and Site Options & Assessment documents had been received. **Action 31.6 – George Hering and the Chairman to meet to discuss the outline of the Open Public Meeting.**

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 February 2018 and Tuesday 13th March 2018.

There being no further discussion the Chairman formally closed the meeting at 9:55pm

Signed:.....

Dated:.....