

**Minutes of the 40<sup>th</sup> Neighbourhood Plan Committee Meeting held on  
Tuesday 9<sup>th</sup> October 2018 at 7:30pm in Wickham Market Resource Centre**

**Present:**

Cllr Dick Jenkinson (Chairman)	
Anne Westover	Colin Owens
Hannah Benstead	Roger Theobald
Ray Lewis	George Hering
Arthur Stansfield	

In attendance: Jo Peters, Parish Clerk.

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

Apologies were accepted from Cllr Cooke, Wendy Slaney, Angela Hadley & Sonya Exton. The Chairman confirmed that Ray Clune was no longer a member of the Parish Council or this Committee.

**2. Declarations of Interest**

Anne Westover declared a Pecuniary Interest as she is Director of Westover Landscape. The Chairman declared a Non-Pecuniary Interest as he plays golf with James Holland (son of Simons Cross allotment site landowner). George Hering declared a Pecuniary Interest as he is Director of Ibis Marketing.

**3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 11<sup>th</sup> September 2018**

The draft minutes of the Committee meeting held on Tuesday 11<sup>th</sup> September 2018 had been circulated to all members prior to the meeting. These were **Unanimously Approved** and signed by the Chairman as a true record of the meeting.

**4. Matters arising not covered elsewhere**

It was agreed the Clerk would circulate a copy of Marlsford and Hacheston Parish Council's response to SCDC's Draft Local Plan. **Action 40.1 – Clerk to circulate responses to all members.**

The Chairman was asked to circulate an updated copy of the schedule to all members. **Action 40.2 – Chairman to circulate.**

The Clerk was asked to send a copy of the SCDC Draft Local Plan response to Suffolk Preservation Society. **Action 40.3 – Clerk to send.**

The Chairman was asked to forward a copy of the draft minutes of the September Parish Council meeting to all members. **Action 40.4 – Chairman to forward draft PC minutes.**

There were no other matters arising that were not covered elsewhere.

**5. Review Neighbourhood Plan Action List and Schedule and record all completed and outstanding items**

The Action List was updated accordingly.

**6. Old School Farm Development – Old School Building**

The Chairman gave details regarding comments documented within the draft minutes of the September Parish Council meeting and confirmed within these minutes it was recorded that Colin Owens had written to Hopkins Homes in order to put forward a proposal that the Old School Building could be used for a Community Arts Project.

Anne Westover stated she felt the Parish Council should now correspond further with Hopkins Homes to follow up on matters arising from their attendance at the September Parish Council meeting. The Clerk read an e-mail from Sonya Exton in her absence. There was a brief discussion and it was agreed that Hopkins Homes had taken into consideration all the comments made regarding this site within the emerging Neighbourhood Plan to which the Chairman gave details. It was felt land for a proposed car park should still be put forward to Hopkins Homes. Anne Westover recommended that the need for a car park should be mentioned within the Neighbourhood Plan Policy for this site.

It was agreed the Clerk should chase Rachel Carson for a copy of the full report of comments made as a result of Hopkins Homes Public Exhibition. **Action 40.5 – Clerk to chase Rachel Carson.** Anne Westover recommended that bullet points needed to be compiled for the site allocation policy for this land and it was agreed that Anne Westover, Ray Lewis and the Chairman would meet in order to carry out this work.

The Chairman stated the drainage work and greenspace should be sited appropriately within the boundary for this site to which there was a brief discussion.

The Chairman asked Anne Westover for clarification as to if the Penny Field should be within the settlement boundary.

#### **7. Draft Neighbourhood Plan including Policy Work**

The Chairman confirmed a 2<sup>nd</sup> draft had now been received from Chris Bowden, Navigus Planning. He suggested that once he had read this document he would then circulate it to all members. **Action 40.6 - Chairman to read and circulate 2<sup>nd</sup> Draft Plan.** It was agreed that Anne Westover, Ray Lewis and the Chairman would carry out a thorough review of the 2<sup>nd</sup> Draft. **Action 40.7 – Anne, Ray and Chairman to review 2<sup>nd</sup> Draft Plan.** The Chairman urged all members to also review this document and check if there were any policies missing or corrections to be made.

There was a brief discussion regarding the proposed development and relocation of the Simons Cross Allotment site. It was agreed clarification need to be sought from James Holland in respect of the proposed access to the site prior to writing the policy for this land. **Action 40.8 – Clerk to seek clarification regarding access from James Holland.** **Action 40.9 – NP Committee to liaise with Flagship Housing and report back.**

#### **8. Technical Support - Neighbourhood Plan Health Check**

The Chairman confirmed he had received an e-mail from Aecom asking when this work would be required. It was agreed the Chairman should respond stating this work would not be required until the Neighbourhood Plan was ready to be submitted for Regulation 14. **Action 40.10 – Chairman to respond to Aecom.**

#### **9. Programme and Budget Update**

The Chairman advised the Committee were running slightly behind on schedule to which he gave details. **Action 40.11 - Chairman to liaise with Stephen Brown.** **Action 40.12 – Clerk and Colin Owens to monitor budget and timeframes.** Colin Owens stated this round of funding also included holding an Open Public Meeting and asked when this was likely to be held.

**10. Any Other Matters Arising**

The Clerk had circulated an e-mail from Cllr Sanders, Chairman, Planning Committee. There was a brief discussion regarding the contents of this e-mail and it was agreed that the Chairman would respond to Cllr Sanders. **Action 40.13 – Chairman to respond to Cllr Sanders.**

The Chairman agreed going forward he would ensure the agenda for future Neighbourhood Plan Committee meetings was displayed 3 clear days before the meeting within the Parish noticeboard.

Colin Owens gave details regarding a meeting to be held between himself, David Howland and Cllr Sanders to discuss Traffic & Parking issues within the village as a result of the outcome of the Open Meeting held on 21.9.18.

It was agreed the Notes of the Traffic & Parking Open Public Meeting held on 21.9.18 should be put onto the Neighbourhood Plan website. **Action 40.14 – Clerk to send Meeting Notes to Ray Lewis.**

**11. Public Forum**

There were no members of the public present.

**12. Date of next meetings**

The next Neighbourhood Plan Committee meetings will be held on Tuesday 13<sup>th</sup> November 2018 and Tuesday 11<sup>th</sup> December 2018.

There being no further discussion the Chairman formally closed the meeting at 9.05pm.

Signed:.....

Dated:.....