

**Minutes of the 5th Neighbourhood Plan Committee meeting held on
Tuesday 10th November 2015 at 7:30pm in Wickham Market Resource Centre**

Present: Cllr Dick Jenkinson (Chairman)
Bryan Archer
George Hering
Cllr Robin Cooke
Colin Owens
Ray Lewis

In attendance: Jo Jones – Clerk to the Council

1. Apologies for Absence

Apologies were accepted from Cllr Edna Salmon and Anne Westover.
The Chairman reported he had received resignations from Dave Bescoby and Sue Dunham due to workloads. On behalf of the Committee he thanked them both for their efforts contributed to the Neighbourhood Plan so far.

2. To approve the draft minutes of the Neighbourhood Planning Committee meeting held on Tuesday 13th October 2015

These were **Unanimously Approved** and signed by the Chairman as a true record.

3. To consider matters arising and actions from the Neighbourhood Planning Committee meeting held on Tuesday 13th October 2015

Action 3.2 – The Chairman gave details of budget and advised he had looked into other Parishes expenditure and confirmed he felt Wickham Market's Neighbourhood Plan would be considerably cheaper than Rendlesham's and it was felt that £15,000 would be adequate. He confirmed that £8K could be applied from the Locality funding and the additional amount could be funded through The Big Lottery and, if necessary, the Parish Council could look to raise the precept.

Action 5.1 - It was agreed Colin Owens and Jo Jones would complete the grant application forms but they cannot be submitted until after SCDC have formally approved the Planning Area Designation.

Action 5.2 - It was agreed the Chairman would ask Anne Westover to take on the role of sourcing a mapping provider.

Prior to the meeting George Hering had produced and circulated a draft Communications & Consultation Plan – It was felt this document was overall very good. Colin Owens commented on the designation of those groups which should be targeted for focussed consultation and in the subsequent discussion the following groups were proposed:-

Shopkeepers and businesses
Clubs and societies
Land and property owners
Faith groups
Health and care groups
Residents in the age groups

5-14
14-18
18-40
40-60
Over 60

It was also proposed that each group would be assigned a 'facilitator' for identifying and reaching those who form that group. Colin Owens reported that Tony Ellam had previously consulted the young people of the village with regard to the Village Hall and suggested he could be asked to be the facilitator for this group for this project.

Colin gave details regarding information received from Heather Heelis regarding the recording of consultation communications and suggested a separate working group to specialise in Communications and Consultation should be formed.

Action 5.3 – It was agreed George Hering would carry out the necessary amendments to this document.

Action 5.4 – George will look into creating a Neighbourhood Plan logo.

Action 5.5 – Ray and George to look into how best the website requirement would be provided and set up a Facebook page. They would also examine if there was a requirement to set up a Twitter account.

It was felt a list of Committee members should be advertised within the website. It was also suggested the working groups when formed and details of the individuals involved should be advertised on the website. It was agreed the Committee needed to advertise for more volunteers to specialise within the various areas of implementing the Neighbourhood Plan.

4. To consider "Schedule for Neighbourhood Plan" issue 2 prepared Ray Lewis
This item had been covered under item 3.

5. Wickham Market Conservation Area Appraisal – To receive an update from Anne Westover

Anne Westover had sent her apologies. She had circulated her draft response to this consultation prior to this meeting. Jo Jones confirmed she had asked SCDC for a two week extension in order to respond. There was a brief discussion regarding this document and it was agreed further work needed to be carried out in order to respond to this consultation.

6. To receive an update regarding the inclusion of Pettistree within Wickham Market's Neighbourhood Plan area

The Chairman confirmed as a result of him attending the Pettistree Parish Council meeting they had agreed not to join Wickham Market in producing their Neighbourhood Plan to which he gave details. He reported that Pettistree Parish Council were very grateful to have been asked if they would like to be included. Therefore, the Chairman confirmed the boundary for the Neighbourhood Plan would be Wickham Market and advised he had now written to Hilary Hanslip to inform her of this decision.

It was felt that Neighbouring Parishes should not be consulted as the boundary was to be Wickham Market. Members of the Public will be able to access information via the website. Therefore householders who live or work in Wickham Market should be consulted and also those who own property in Wickham Market but live elsewhere should also be included.

7. SCDC Local Plan Site Specifics Consultation – To consider correspondence received

The Chairman gave details regarding this consultation and confirmed he would be happy to write a reply to include the relevant amendments and comments to be made including those in respect of the Retail and Special Landscape areas.

Action 5.6 - It was agreed the Chairman would reply and also confirm the boundary for the Neighbourhood Plan has now been applied for within this response.

8. Market Stall for Christmas – Wednesday 16th December 2015

There was a brief discussion regarding the aims for the stall and it was agreed this would focus on explaining the following:-

What is a Neighbourhood Plan, Why we are doing it, How you might be involved providing dates of future meetings and to advertise for volunteers. It was agreed that the stall should stand out via advertisement.

Action 5.7 - It was agreed that George and Dick would agree and draft the content for the stand and an A5 flyer. Jo would then get 500 A5 colour flyers printed by SCDC for the Xmas Market.

9. Any other matters arising

It was suggested an Open Public Meeting to launch the Neighbourhood Plan could be held during March 2016. Public Forum – No members of the public present.

10. Public Forum

There were no members of the public present.

11. Date of next meeting – Tuesday 8th December 2015

There being no further discussion the Chairman formally closed the meeting at 9:50pm

Signed:.....

Dated:.....