

**Minutes of the 21<sup>st</sup> Neighbourhood Plan Committee meeting held on  
Tuesday 11<sup>th</sup> April 2017 at 7:30pm in Wickham Market Resource Centre**

**Present:**

Cllr Dick Jenkinson (Chairman)	George Hering
Colin Owens	Cllr Robin Cooke
Ray Lewis	Anne Westover
Wendy Stone	Hannah Benstead

In attendance: Jo Peters – Clerk to the Council

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

Apologies were accepted from Arthur Stansfield, Sue Jones and Angela Hadley.

**2. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 14<sup>th</sup> March 2017**

These were **Unanimously Proposed for Approval**. The minutes were signed by the Chairman as a true record.

**3. To consider matters arising and actions from the Neighbourhood Plan Committee meeting held on Tuesday 14<sup>th</sup> March 2017 and the updated Neighbourhood Plan Action List**

The Action List was updated accordingly.

The Chairman gave details regarding the updated file referencing system and it was agreed that going forward all formal documents should be sent out in PDF format. It was also agreed that the Chairman would update the file referencing system for all Neighbourhood Plan documents. **Action 21.1 – Dick to update Neighbourhood Plan documents in line with new file referencing system.**

Engaging with the youth – George stated the Committee had previously agreed that they would look to communicate with the hard to engage groups prior to public consultations being held.

**4. Neighbourhood Plan Vision with Associated Objectives**

The Chairman thanked Colin Owens for all his hard work carried out in compiling this document. Colin Owens circulated a copy of the updated document to all Committee members. A thorough review was carried out and several agreed amendments were made. **Action 21.2 – Colin to amend NP Vision & Associated Objectives. Action 21.3 – Dick, Angela, Wendy & Hannah to look at the Social & Well-Being input for this document.**

**5. Review Residential Development Criteria**

The Chairman reported at the last meeting he had produced some draft guidance notes for housing. He confirmed he had now updated this document and some amendments had also been suggested by Hannah to which a copy had been tabled for all members. There was a discussion regarding the purpose of this document to which the Chairman provided clarification. It was agreed the Committee did not require to take any actions from this document at this stage but when necessary some of the points raised could be included within the relevant policies.

The Chairman gave details regarding correspondence received from The Suffolk Preservation Society.

**6. Revised Housing Needs Assessment**

The Chairman reported this document had now been amended to which he gave details of the amendments carried out. There was a brief discussion and it was agreed the Chairman could go back to Aecom in order to sign this document off. **Action 21.4 – Dick to liaise with AECOM in order to sign off this document.** The Chairman gave details regarding a questionnaire in which had been received from Locality.

**Landscape Appraisal update** – The Chairman confirmed a date had not yet been confirmed as to when Lucy was due to commence work on this project. He stated that a firm price for this work was yet also to be received. There was a discussion regarding the areas of land that needed to be assessed and the Chairman produced a map giving details of possible sites to which there was a discussion and strong concerns were raised in respect of some sites. Anne Westover gave further details regarding the purpose of a Landscape Appraisal. **Action 21.5 - Anne and Dick to produce maps for the sites to be assessed, when appropriate.** The Chairman proposed representatives should meet with Lucy first then maps could be provided at a later stage in respect of pieces of land to be assessed.

**7. Communications update**

George Hering advised that the Business & Infrastructure report had now been circulated to which he provided details. He reported that he had not yet come up with any new ways to engage with the youth and stated he would welcome any ideas. Finally, he suggested that the Chairman should produce an update so this could be put on the website.

**8. Any other business**

There was none.

**9. Public Forum**

There were no members of the public present

**10. Date of next meeting**

The next Neighbourhood Plan Committee meetings will be held on Tuesday 9<sup>th</sup> May & Tuesday 13<sup>th</sup> June 2017.

There being no further discussion the Chairman formally closed the meeting at 10:50pm

Signed:.....

Dated:.....