

**Minutes of the 7th Neighbourhood Plan Committee meeting held on
Tuesday 12th January 2016 at 7:30pm in Wickham Market Resource Centre**

Present:	Cllr Dick Jenkinson (Chairman)	
	George Hering	Cllr Robin Cooke
	Anne Westover	Cllr Edna Salmon
	Ray Lewis	Michael Margetts

In attendance: Jo Jones – Clerk to the Council

1. To receive apologies for absence

Apologies were accepted from Bryan Archer, Colin Owens & Jackie Carpenter. The Chairman advised as a result of holding the Neighbourhood Plan Stall at the Xmas Market six local residents had expressed an interest in attending future Neighbourhood Plan Committee meetings. The Chairman welcomed Mr Michael Margetts to the meeting.

2. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 8th December 2015

Subject to minor amendments these were **Unanimously Approved** by the Committee and duly signed by the Chairman as a true record.

3. To consider matters arising and actions from the Neighbourhood Plan Committee meeting held on Tuesday 8th December 2015 and the updated Neighbourhood Plan Action List

The Chairman gave details regarding the recent trial in which had been carried out in order to seek a mapping provider with Parish Online. He confirmed that after reviewing other mapping providers that he felt that Parish Online would be the most suitable provider. It was agreed as the current trial had now expired the Committee would subscribe to Parish Online and Dick would ask if permission could be granted to advertise these maps online. **Action 7.1 – Dick to subscribe to Parish Online and ask permission to advertise maps on NP website.**

It was agreed Ray Lewis would ask John Jones from Framlingham NP Team to the February Committee meeting. The Chairman advised he would like to also invite Robert Scimgeour, SCDC to this meeting to discuss the revised Conservation Area Appraisal. **Action 7.2 – Chairman to invite Robert Scimgeour to the February Committee meeting.**

The Chairman advised that Jo Jones and Colin Owens had now looked into applying to Locality for the grant for £8,000. He confirmed that an expression of interest form had now been submitted and an e-mail had been received containing a link to the formal funding application. It was agreed that the Chairman, George Hering and Colin Owens would prepare the draft budget for this application. **Action 7.3 - Dick, George and Colin to prepare the draft to complete the budget for the Locality application.**

It was suggested that any correspondence in respect of the Neighbourhood Plan could be sent to the Clerk/Committee at the Resource Centre rather than to the Clerks home address.

Ray Lewis confirmed a Facebook page had now been set up and also a Gmail account as follows:- wickhammarketnp@gmail.com.

4. To review the updated schedule

This was updated accordingly by Ray Lewis and he agreed to circulate this to all Committee members.

The Chairman advised as soon as the consultation period was complete SCDC's Service Level Agreement will be received and a meeting will be held with SCDC.

5. Neighbourhood Plan Stall held at Xmas Market - Record performance, lessons learnt and future actions

The Chairman reported the stall had proved to be a success to which he gave details. George Hering circulated a Public Consultation document in which he had prepared as a result of the stall held at the Xmas Market to which he also provided further details. The Chairman thanked George Hering for producing this document. It was agreed that future Neighbourhood Plan events would also be advertised on the NP website and that a Newsletter could possibly be produced going forward.

6. Consider TOR for Working Groups

George Hering circulated a draft document to be reviewed and it was agreed that comments should be submitted to George within 2 weeks.

7. To review draft timetable for public events for 2016

The Chairman suggested an Open Public Meeting could be held at the end of April 2016. There was a brief discussion and some concerns were raised regarding the need for a further household survey to be distributed as a result of the NP, if necessary. It was felt the results of the Parish Plan should also be fed into the Open Public meeting to express how these results will be used within the NP. The Chairman asked Jo Jones to request a copy of a sample NP Household Questionnaire. **Action 7.4 – Jo Jones to ask Community Action Suffolk for a copy of a sample household questionnaire.**

8. Wickham Market Conservation Area Appraisal – To consider the amended draft And decide how further comments can be submitted before the end of January'16

It was agreed Anne Westover would assess the revised document and submit any further comments to SCDC via the Parish Council, as necessary. **Action 7.5 – Anne Westover to submit comments in respect of the revised document to the Chairman in order for him for forward these to SCDC.**

9. Any other business

Anne Westover gave details regarding a briefing that was due to be held on 3rd March 2016. Anne advised she felt that Committee members could benefit from attending. It was agreed Anne would obtain further information and look to attend this event.

Ray Lewis gave details regarding the set-up of the NP website.

10. Public Forum

There were no members of the public present.

11. Date of next meeting

The next meeting of the Neighbourhood Planning Committee will be held on Tuesday 9th February 2016 – Ray Lewis and Michael Margetts both sent their apologies for this meeting.

There being no further discussion the Chairman formally closed the meeting at 9:25pm

Signed:..... Dated:.....