

Minutes of the 13th Neighbourhood Plan Committee meeting held on Tuesday 12th July 2016 at 7:30pm in Wickham Market Resource Centre

Present:

Cllr Dick Jenkinson (Chairman)
George Hering
Colin Owens
Ray Lewis
Sue Jones
Cllr Edna Salmon
Steve Aylward (Working Group member)
Arthur Stansfield (Working Group member)
Roger Theobald (Working Group member)

In attendance: Jo Jones – Clerk to the Council

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

Apologies were accepted from Ray Clune, Jackie Carpenter, Anne Westover and Cllr Robin Cooke. The Chairman confirmed that Michael Margetts had now resigned from this Committee.

2. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 14th June 2016

Subject to a few minor amendments 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 14th June 2016 and updated Neighbourhood Plan Action List

The action list was updated accordingly. The Chairman confirmed he was still continuing to chase SCDC for the Service Level Agreement. Jo Jones gave details regarding the proposed costings received from SCDC for copies of the Core Strategy and Sites Specific documents. It was agreed Jo Jones should try and obtain 11 copies of the Sites Specifics document for free as offered and also look to obtain 3 free copies of the Core Strategy document, if possible. **Action 13.1 – Jo Jones to liaise with SCDC.**

4. Housing Needs Assessment document

The Chairman stated he thought the draft document in which had been received was a good document overall and confirmed as a result of this exercise being carried out the expected number of new homes from 2010 – 2036 was to be around 211 dwellings. There was a brief discussion regarding this document to which the Chairman also provided details regarding a newspaper article about future development within Leiston whereby senior officers had ignored the comments made within their Neighbourhood Plan. There was also a discussion regarding available places within Wickham Market Primary School and both the doctor's surgery and dental practice in respect of the prospect number of new dwellings to be built. The Chairman confirmed he had submitted comments in respect of the draft Housing Assessment received and advised he would chase as to when the amended document was due to arrive. **Action 13.2 – Chairman to chase AECOM regarding final Housing Needs Assessment.**

5. Heritage and Character Assessment including Landscape Appraisal

The Chairman gave details regarding the next phase of free Technical Support available confirmed the Assessment and Landscape Appraisal would be carried out by AECOM. Sue Jones confirmed herself and Anne Westover had met regarding the specification for works for this document to which she circulated a paper and provided further details. She urged all Committee members to read the document and make any comments, as necessary. Concerns were raised that if AECOM were to carry out this piece of work they would need to visit Wickham Market to carry out this exercise accurately. It was agreed AECOM should be asked to carry out a site visit when completing this work. Colin Owens provided details regarding the proposed process he felt should be carried out for completion of this work under 4.1 within the schedule. **Action 13.3 – Jo, Dick and Sue to submit application to AECOM – To meet 19.7.16. Action 13.4 – Colin to produce schedule of works. Action 13.5 – Chairman to circulate Sue’s draft document to all members in order for comments to be submitted by 19.7.16.**

6. Actions taken to encourage completion of Neighbourhood Plan leaflet

The Chairman advised since the last meeting he had briefed members of the Gardening and Pensioners Clubs and had also handed out leaflets to those who had not received one. He confirmed he had also given a briefing at the recent Film Night and has arranged with John Eldridge for a Parish Notice to be read and copies to be made available at the Church. The Chairman confirmed copies would also be made available at the school fete and the WI party. George Hering and Sue Jones both offered to assist the Chairman with the stall at the school fete. George Hering confirmed a business survey had been handed out to all businesses.

The Chairman raised concerns that to date he had only received 36 replies. There was a brief discussion regarding if it would be beneficial to have a stall at the monthly market to be held on 20th July 2016 and it was agreed this would be a good idea and the stall should go ahead.

7. How NP visions and directives will be derived

The Chairman had circulated a paper to which he provided details. He confirmed himself and the Clerk were going to attempt in writing the Parish Plan report due to the urgent timescales required. There was a brief discussion and it was agreed the issues for the Neighbourhood Plan policies would be derived from the responses received as a result of the surveys distributed. It was also agreed a working group would need to be formed in order to input the responses online.

8. SCDC Policy Review

The Chairman gave details of the policies listed within the Core Strategy document. It was agreed a list of relevant policies for Wickham Market would be submitted by the Chairman. **Action 13.6 – Chairman to list relevant policies within Core Strategy document relating to Wickham Market.**

9. Communications Update

George Hering raised concerns regarding the lack of surveys returned. There was a brief discussion and it was agreed the Committee needed to encourage Parishioners to complete the survey and therefore it was agreed the Chairman would compile a simplified questionnaire to be included with a further copy of the survey that would be delivered to all households in those areas where a response had not yet been received. There was a brief discussion and it was agreed these should be distributed and collected by members of the Committee. Cllr Salmon provided details of information she had obtained regarding how to contact young people within the Parish. It was also agreed the Committee needed to focus on attracting residents to attend the next Open Public Meeting to be held on 4th September 2016.

10. Any Other Business

The Chairman circulated two newspaper articles to which he gave details. George Hering suggested a copy of Housing Needs Assessment should be sent to SCDC's Planning Dept. The Chairman advised he was having a meeting with officers from SCDC in order to discuss the possibility of the Parish taking on and buying The George Public House if a Compulsory Purchase Order was made to which he gave details.

11. Public Forum

There were no members of the public present.

12. Date of next meeting

The next meeting of the Neighbourhood Planning Committee will be held on Tuesday 9th August 2016.

There being no further discussion the Chairman formally closed the meeting at 9:53pm

Signed:.....

Dated:.....