

**Minutes of the 17th Neighbourhood Plan Committee meeting held on
Tuesday 10th December 2016 at 7:30pm in Wickham Market Resource Centre**

Present:

Cllr Dick Jenkinson (Chairman)	George Hering
Colin Owens	Cllr Robin Cooke
Ray Lewis	Angela Hadley
Sue Jones	
Anne Westover	

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

Apologies were accepted from Arthur Stansfield, Wendy Stoney, Cllr Edna Salmon, Jo Jones – Clerk to the Council and Stephen Brown, SCDC. The Chairman stated that in the absence of Jo he would take the minutes.

2. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 8th November 2016

These were proposed for Approval with amendment to the numbering which should reflect the agenda. The minutes will be signed by the Chairman as a true record when amended.

3. To consider matters arising and actions from the Neighbourhood Plan Committee meeting held on Tuesday 8th November 2016 and the updated Neighbourhood Plan Action List

The Action List and Schedule were updated accordingly. Below are the items arising from the Minutes that are not covered elsewhere in the meeting.

Ray Lewis had completed a count of the number of bungalows and flats within the Parish, but stated that this should be considered as a draft. The Chairman gave information regarding the number of flats in Deben Court and above the Coop. It was suggested that a baseline of housing for Wickham Market could be found at SCDC and we should obtain that information. **17.1 - Ray Lewis to contact SCDC for this housing information.**

Stephen Brown had sent an electronic version of the criteria for Non-Designated Heritage Assets, but SCDC do not have criteria for "Land to be protected from Development".

Stephen Brown stated he would supply us with details of sites that been submitted in the latest round of the "call for sites" for development; this is not complete. **17.2 - Stephen Brown to supply the details of the latest round of sites submitted under the 'Call for sites' consideration for development within the Wickham Market parish.**

Colin Owens had updated the spreadsheet containing comments on the Draft Vision from all the points raised on the Open Day, he stated that he had not yet included the information sent after the event by e-mail. **17.3 – Colin Owens to add the information from the e-mails to the spreadsheet, once complete the information should be passed to Ray for inclusion on the website.** **17.4 – Dick Jenkinson to provide the updated record of questions from the Open Day to Ray Lewis for inclusion on the website.** Anne Westover stated that there were comments on environmental issues at the Open Day. **17.5 – Anne Westover to compile the Environmental comments and pass to Ray Lewis for uploading to the website.**

4. Housing Needs Assessment Document

Action 16.2 - The Chairman to liaise with AECOM regarding the possibility of them amending the final Housing Needs document is still outstanding.

There was significant discussion regarding the Housing Needs Assessment document as to whether it was a document which considered the needs of residents or a document that sought to suggest the number of houses that Wickham Market should accommodate to meet SCDC targets for growth. It was thought that although the numbers might be top down driven what was provided should be bottom up driven so that local people benefitted from the plan. As it stands there several issues that require amendment before it becomes a document that will fully support our work. Comments on this document had only been provided by Arthur Stansfield. Comments are to be submitted to Dick by 3 Jan 17 so that an amended Housing Needs Assessment can be produced.

17.6 – Comments on the Housing Needs Assessment to Dick by 3 Jan 17.

A recent decision had taken place in East Bergholt where the PC successfully challenged a planning decision for 10 houses at a Judicial Review. This could have direct implications on our work. **17.7 – George Hering to obtain a copy of this decision from East Bergholt.**

5. Heritage & Character Assessment including Landscape Appraisal

Jon Rooney, AECOM, had sent the Chairman a link containing the first draft of the Wickham Market Heritage and Character Assessment document. It was agreed that the original timetable for comment by 20th December was too ambitious, hence it was agreed that:

17.8 - Anne would get 8 copies of the draft document produced and distribute to those who requested a paper copy.

17.9 - All comments in by e-mail to Sue Jones by 3 Jan 17.

17.10 - Sue to provide summary of comments for the 10 Jan 17 meeting.

Initial views were that it was a document that was quite light in content, inaccurate and likely to need significant amendment. There was discussion regarding whether AECOM would be able to deliver a document which would assist our NP work.

17.11 - Dick to speak to Locality regarding the quality of work by AECOM and to understand the process should the team be dissatisfied with any element of work.

6. Landscape Appraisal

The Chairman mentioned that he had spoken to the Chairman of Lavenham PC regarding their Neighbourhood Plan Landscape Appraisal who stated that the document had been extremely useful in justifying their case for the Neighbourhood Plan.

17.12 - Anne had previously circulated the Lavenham Landscape Appraisal. Anne had been in contact with the author of this Appraisal who gave a very draft fee estimate of £5k for Wickham Market. It was thought that Wickham Market needed such an appraisal.

17.13 - Anne to contact Lucy Batchelor-Wylam, CMLI, a Chartered Landscape Architect to discuss further and to talk to SCC regarding a suitable brief for the work. . 17.14 – Dick to find out the financial limit when the PC could not go to a single tended contract.

The aim was to try to get sufficient information to enable a decision to be taken at the next meeting to commission a Landscape Appraisal for Wickham Market. Sue raised the matter of whether the appraisal work would also overlap with the Site options work, looking at specific sites and development capacity. The Chairman confirmed that Locality would not pay for a Landscape Appraisal as part of the Technical Support packages although Jon Rooney had promised to supply further information regarding this

matter and the potential overlap between the work phases. The cost of this Appraisal would have to be found from the PC budget, but some provision for Neighbourhood Plan expenses had been made.

7. Rural Housing Conference

The Chairman and Jo had attended a Rural Housing Conference in Stratford St Andrew on 24 Nov 16. The main thrust was that Housing Associations could build on land outside settlement built area boundaries if they provided significant affordable housing (rural exception sites). Examples were given where 8 affordable homes were built along with 3 No 4 bed homes which were there to finance the development. Anne had previously been involved in schemes at Peasenhall, Walpole and Kirton. These affordable homes could be extremely energy efficient. If we identified potential sites we should then convene a meeting between ourselves, SCDC and a suitable Housing Association to take this forward.

8. Land Owner Discussions

It was agreed that it was a little early for discussions with Land Owners to begin. However, it was agreed that a letter to Landowners would be a good way of making initial contact. The Chairman agreed to complete action 16.8 and to compile a draft letter to all landowners for review at the January meeting. Anne Westover suggested that Andrew Pearce, Highways Development Control, SCC should be invited to a future meeting to discuss highways issues in respect of any proposed future development.

9. Sizewell C Stage 2 Submission

The Chairman suggested that the main effect on Wickham Market due to Sizewell C would be an increase in traffic in the village. An EDF survey had counted the number of vehicles transiting the B1078 just to the west of Wickham Market, it showed that 4150 vehicles use it daily. During the peak of construction this is estimated to rise to 8750 a day.

It is also thought that some of the additional users would use the shops in the village and this would put significant additional strain on the choke points around the Hill. In other places where the construction traffic burden is too excessive for the road, mitigation measures have been suggested, no mitigation measures are proposed for Wickham Market. It is not our job to suggest ways of mitigation, but lowering the weight limit tracked by Vehicle Number Plate Recognition (VNR) from 3.5T to 2T would prevent the larger vans from using the B1078 as a cut through to and from the A14. Movement of the proposed Park and Ride could also reduce traffic through Wickham Market.

Anne Westover felt that the PC should find out the views of the residents to inform the PC response back to EDF. She also advised that copy should go and SCDC as advised by the officers at the JLAG meeting on 6th December. Both authorities will be reporting to cabinet meetings in January. Colin, Ray and Sue volunteered to set up an e-survey to find out local views regarding traffic issues. **17.15 – Colin and Ray to construct e-survey.**

10. Communications Update

George Hering said that he had managed to persuade Bryony Gaffer to join the Communications Group.

11. Any Other Business

Colin Owens stated that the grant closed on 18 Nov 16 and still had to be finalized.

17.16 – Colin and Jo to close out the budget

12. Public Forum

There were no members of the public present.

13. Date of Future meetings

Jo submitted a list of the dates for all the meetings in 2017. A number of people stated that some of the dates were difficult for them. Anne Westover said that she would find Tuesdays difficult up to April 2017 but will continue to work with the group. However it was thought that Tuesdays was still the best evening to hold the meetings.

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

Signed:.....

Dated:.....