

**Minutes of the 10<sup>th</sup> Neighbourhood Plan Committee meeting held on Thursday 14<sup>th</sup> April 2016 at 7:30pm in Wickham Market Resource Centre**

Present: Cllr Dick Jenkinson (Chairman)  
George Hering  
Colin Owens  
Sue Jones  
Lizzie Richie  
Cllr Robin Cooke  
Bryan Archer  
Gloria Creasey

In attendance: Jo Jones – Clerk to the Council

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

Apologies were accepted from Ray Lewis, Anne Westover, Cllr Edna Salmon, Michael Margetts, Jackie Carpenter and Ray Clune.

The Chairman gave details regarding those who should attend Committee meetings and it was agreed the Chairman of the Working Groups should also attend future committee meetings along with current members.

**2. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 8<sup>th</sup> March 2016**

Subject to amendments these were **Unanimously Approved**.

**3. To consider matters arising and actions from the Neighbourhood Plan Committee meeting held on Tuesday 8<sup>th</sup> March 2016 and the updated Neighbourhood Plan Action List**

George Hering suggested that questions should not be repeated within the Neighbourhood Plan household surveys to those that were asked within the Parish Plan. Various actions were added to the Action Plan. Jo to circulate amended Action Plan.

**4. To review updated schedule**

The Action Plan and Schedule both updated accordingly. Jo to circulate once amended.

**5. Working Group update**

**Social and Community Working Group** – The Chairman reported a meeting was held on 16<sup>th</sup> March 2016 to which he gave details. He circulated a copy of the questionnaire compiled to which he also provided additional information and confirmed a defined questionnaire would be distributed in preparation for the Open Public Meeting to be held on 15<sup>th</sup> May 2016. There was a brief discussion and some amendments were carried out to the draft questionnaire. **Action 10.1 – Chairman to circulate amended questionnaire.**

**Environment Working Group** - Sue Jones (Chairman) confirmed a meeting had been held to which she provided details. It was suggested a questionnaire relating to environment matters should be compiled prior to the Open Public Meeting.

**Action 10.2 – Environment Group draft questionnaire to be compiled and circulated.**

**Economic & Infrastructure Working Group** – George Hering gave details on the meeting held and provided information regarding the proposed questionnaire to be provided at the Open Public Meeting.

The Chairman advised that Ray Lewis had asked if he could publicise the notes from the recent working group meetings on the Neighbourhood Plan website. There were **No Objections** to this request. **Action 10.3 - Chairman to forward working group meeting notes to Ray Lewis. Action 10.4 – Ray Lewis to publicise on website.**

**6. Update on Locality Funding**

Colin Owens gave details of the grant applied from Locality and confirmed a letter of grant offer has been received for a grant of £5,515.00. **Action 10.5 - Jo Jones to send offer of acceptance and additional details required to Locality. Action 10.6 – Colin Owens to produce projective spending plan for next six months.**

**7. Update on Technical Support**

The Chairman reported as Wickham Market had been designated as a Complex Neighbourhood Plan the Committee would receive free technical support to which he provided details. He confirmed he was due to speak with an advisor regarding the Housing Needs Assessment on 19<sup>th</sup> April 2016.

**8. To discuss the Open Public Meeting to be held on 15<sup>th</sup> May 2016**

George Hering gave details regarding the information to be provided/displayed at the Open Public Meeting. He confirmed the first draft of the information to be provided should be able to be circulated within 2 weeks. **Action 10.7 – George Hering to circulate draft information.** The Chairman gave details regarding how this meeting would be run. It was agreed the Chairman would liaise with Gloria Theobald regarding the refreshments. **Action 10.8 – Dick to liaise with Gloria Theobald.** It was agreed the 2<sup>nd</sup> Open Public Meeting should be held on 4th September 2016. **Action 10.9 Jo Jones to check Village Hall availability.**

**9. Any Other Business**

There was none.

**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 10<sup>th</sup> May 2016.

There being no further discussion the Chairman formally closed the meeting at 9:20pm

Signed:.....

Dated:.....