

Minutes of the 12th Neighbourhood Plan Committee meeting held on Tuesday 14th June 2016 at 7:30pm in Wickham Market Resource Centre

Present:

Cllr Dick Jenkinson (Chairman)
George Hering
Colin Owens
Sue Jones
Cllr Edna Salmon
Michael Margetts (Working Group member)
Steve Aylward (Working Group member)
Arthur Stansfield (Working Group member)
Roger Theobald (Working Group member)
Cllr Robin Cooke
Bryan Archer
Anne Westover

In attendance: Jo Jones – Clerk to the Council

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

Apologies were accepted from Gloria Creasey, Ray Lewis, Jackie Carpenter, Ray Clune and Lizzie Richie. The Chairman thanked all who had attended.

2. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 10th May 2016

Approval was Proposed by Bryan Archer, Seconded by Cllr Salmon. 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 10th May 2016 and updated Neighbourhood Plan Action List

The action list was updated accordingly. The Chairman confirmed the Service Level Agreement had still not been received from SCDC.

Housing Needs Assessment – The Chairman confirmed that AECOM were able to amend the dates included within the draft document to include 2011 – 2036. He advised he was still waiting to receive the amended document. It was agreed as soon as the updated document was received this would be circulated to all members. Anne Westover suggested the comments made by herself and other members in respect of the original draft document should also be fed back to AECOM. The Chairman confirmed once the amended draft had been received this could then be reviewed and any suggested amendments could be made.

4. To review updated schedule and actions required to complete 3.1

The schedule was updated accordingly. The Chairman gave details regarding future stages of the schedule to be undertaken and provided information regarding the forthcoming presentations that he would be giving to various village organisations. He stated that he had arranged to address the Pensioners Society, The Gardening Club and the WI. Anne Westover suggested the Chairman should also ask Committee members if they would like to accompany him to these briefings. Anne Westover suggested when the Neighbourhood Plan Policies are being looked into the Committee would also need to take the Planning Framework into consideration.

Colin Owens stated within the schedule it stated the Aims & Visions should be completed by 4th September but within the leaflet it stated 1st October and therefore this date needed to be amended. Colin Owens raised concerns regarding the timescales set to get steps 3.1 & 3.2 to be completed.

The Chairman suggested every member should have a hard copy of the Local Plan and Site Allocations documents. **Action 12.1 - Jo Jones to look into costings for SDCDC to provide hard copies of these documents.**

5. Open Day 15 May 16 Report

The Chairman confirmed this meeting was attended by 104 people throughout the day. He reported two presentations were given and details of these had now been published on the website. The Chairman thanked all Committee members for their support and George Hering for all his hard work on producing the Neighbourhood Plan leaflet.

6. Why WMNP is a Complex Plan and Update on Technical Support

The Chairman gave details regarding the grant application and the reason as to why Wickham Market has been classed as a Complex Plan. Anne Westover raised concerns to which the Chairman provided clarification and details regarding the technical support package.

7. Is there a need for a landscape appraisal?

There was a discussion regarding this matter and it was felt the next technical support package to be undertaken should be the Heritage & Character Assessment and this could be modified to include landscape. The Chairman stated he felt things were more simple within Wickham Market and therefore a full Landscape Appraisal may not be necessary. Anne Westover agreed to contact AECOM regarding further details regarding the proposed Heritage & Character Assessment. **Action 12.2 – Anne Westover to liaise with AECOM.** Sue Jones suggested the Committee should write the brief for the proposed Heritage & Character Assessment. There was a discussion and the Chairman gave details regarding an e-mail in which he had received from Iain Jamie from Hopkins Homes and suggested the Committee could invite him to attend a future Neighbourhood Plan Committee meeting. There was a brief discussion and it was agreed Iain Jamie should be invited to a future meeting. Steve Aylward stated he felt the landscape documents should form a valid part of the Neighbourhood Plan and it was agreed the Environment Working Group would consider this matter and write the proposed brief to submit to AECOM. **Action 12.3 – Environment Working Group to prepare brief for Heritage & Character Assessment.**

8. Finance Report

Colin Owens and Jo Jones provided details regarding the funding received and payments made to date.

9. Anne Westover's Concerns

These had been covered under previous agenda items. George Hering gave details regarding various invoices submitted from his company IBIS Marketing and the items in which he had billed for in preparation for the Xmas Market and Open Launch Meeting.

10. Communications Update

George Hering stated that because of personal circumstances Lizzie Ritchie would be unable to continue to Chair the Communications Working Group. She would however continue to provide her support to the group as required. The working group were therefore looking for someone to take over as Chairman. He agreed that he would continue to act as Chairman and to provide communications updates in the interim.

11. Any Other Business

The Chairman urged members to attend and assist on the Neighbourhood Plan stall at the forthcoming Monthly Market.

Bryan Archer informed the Committee due to personal matters this would be the last Committee Meeting he would be attending as unfortunately he would be resigning from the Committee. The Chairman sincerely thanked Bryan for all his hard work and stated if he ever wished to return to the Committee he would be most welcome.

Sue Jones raised concerns regarding consultation. The Chairman provided clarification and Anne Westover suggested a letter could be sent to the necessary organisations. It was also suggested a Communications Working Group could be formed.

12. Public Forum

There were no members of the public present.

13. Date of next meeting

The next meeting of the Neighbourhood Planning Committee will be held on Tuesday 12th July 2016.

There being no further discussion the Chairman formally closed the meeting at 9:35pm

Signed:.....

Dated:.....