

**Minutes of the 6th Neighbourhood Plan Committee meeting held on
Tuesday 8th December 2015 at 7:30pm in Wickham Market Resource Centre**

Present: Cllr Dick Jenkinson (Chairman)
Colin Owens
Cllr Robin Cooke
George Hering
Anne Westover

In attendance: Jo Jones – Clerk to the Council

1. To receive apologies for absence

Apologies were accepted from Cllr Edna Salmon, Bryan Archer and Ray Lewis

2. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 10th November 2015

These were Proposed for **Approval** by Cllr Cooke, Seconded by George Hering 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 10th November 2015 and the updated Neighbourhood Plan Action List

The Chairman gave details regarding the mapping provider and confirmed a free trial was currently being carried out until 2/1/16 with Parish Online. He reported the cost to sign up to Parish Online would be £84.00 annually along with a set-up fee of £20.00. There was a brief discussion regarding the choice of mapping provider and it was agreed Parish Online would be assessed and explored further over the next few weeks and Dick would also look into other providers in order to compare them against Parish Online.

The George Public House Open Public Meeting – The Chairman gave details of the comments made at the recent Parish Council meeting regarding this matter and confirmed it had been suggested that an open public meeting should be held in order to gain views from Parishioners as to if a pub is desired or redevelopment of the site would be favourable. There was a brief discussion and it was agreed the aims and actions to be achieved from the meeting would be compiled by the Chairman and this matter would be deferred to the Parish Council Planning Committee.

Colin Owens confirmed himself and Jo Jones had now looked into applying for funding from Locality and confirmed the £8K available needed to be spent within 6 months of receiving the grant. He also reported he had spoken with the Big Lottery and confirmed a grant from them, if granted would need to be spent within 12 months. It was agreed Jo Jones would request a copy of Framlingham and Leiston's Locality Funding Applications.

Action 6.1.

Colin suggested two periods of expenditure could be adopted and therefore the grant from Locality could be applied for first then a further grant from the Big Lottery could be applied for at a later date. It was agreed a cash flow would need to be prepared to which he gave details and volunteered to compile this. **Action 6.2.**

Draft Communications & Consultation Strategy - George confirmed Colin and himself had now amended the draft Communications and Consultation Strategy to which he gave details. Anne suggested the logo should be added along with the date to this document. **Action 6.3.**

Website – George reported himself and Ray had now registered the domain name and confirmed they were looking into the content to which he gave details. Initially a holding page would be created and then it would be populated. **Action: 6.4.** It was agreed a link to this website should be added to the 1st page on the Parish Council’s website. **Action 6:5.**

Stall at Xmas Market – George and Dick gave details regarding the publication material purchased, including costs. George circulated a copy of the proposed flyer. Robin suggested a rota for the market should be compiled to ensure adequate volunteers were available on the day. On behalf of the Committee Colin thanked George for carrying out the work to publicise the stall at this event.

4. To review updated schedule

Amendments to the schedule were carried out and this will be circulated to all members.

5. Wickham Market Conservation Area Appraisal – Consider the draft prepared by Anne Westover and agree any amendments

The draft response as compiled by Anne Westover had been circulated to all members. The Chairman stated he felt the comments made within the response were excellent and on behalf of the Committee he thanked Anne for all her hard work carried out. Anne gave details regarding the draft response and it was agreed further to some minor amendments, as discussed, the Chairman would send this response to SCDC on behalf of the Parish Council. **Action: 6.6**

6. Neighbourhood Plan Stall at Christmas Market

This matter was covered under item 3.

7. Date of Public meeting – To consider a date for this meeting to be held

It was suggested this meeting could be held during March 2016.

8. Any other business

There was none.

9. Public Forum

There were no members of the public present.

10. Date of next meeting

The next Neighbourhood Plan Committee meeting will be held on Tuesday 12th January 2016.

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

Signed:.....

Dated:.....