

**Minutes of the 9<sup>th</sup> Neighbourhood Plan Committee meeting held on  
Tuesday 8<sup>th</sup> March 2016 at 7:30pm in Wickham Market Resource Centre**

Present: Cllr Dick Jenkinson (Chairman)

George Hering	Cllr Robin Cooke
Anne Westover	Colin Owens
Bryan Archer	Michael Margetts
Arthur Stansfield	Steve Aylward
Sue Jones	Ray Clune
Roger Theobald	Cllr Edna Salmon
Bryan Archer	Gloria Creasey
Colin Owens	

In attendance: Jo Jones – Clerk to the Council & Robert Scrimgeour (SCDC)

The Chairman welcomed new volunteers Arthur Stansfield, Steve Aylward, Sue Jones, Ray Clune, Roger Theobald and Gloria Creasey and provided some information regarding the Neighbourhood Plan Committee and Working Groups. He also confirmed that Lizzie Richie had agreed to take over the Communications role from George Hering.

**1. To receive apologies for absence**

Apologies were accepted from Ray Lewis, Lizzie Richie, Peter Tinsley & Jackie Carpenter.

**2. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 9<sup>th</sup> February 2016**

Anne Westover queried several points regarding these minutes. Subject to the relevant amendments these were Unanimously Proposed for **Approval** and duly signed by the Chairman as a true record. The Chairman stated he was keen to see the draft minutes circulated to all for comment prior to the next meeting.

**3. To consider matters arising and actions from the Neighbourhood Plan Committee meeting held on Tuesday 9<sup>th</sup> February 2016 and the updated Neighbourhood Plan Action List**

The action list was updated accordingly. It was agreed that the Chairman would liaise with Ray Lewis regarding him inviting John Jones from Framlingham to a future meeting.

Action 3.4 – The Service Level Agreement has not yet been completed. Action: Dick/Jo. Locality Funding – Jo has requested completed application forms from Leiston and Framlingham.

Anne Westover provided details regarding the Framlingham Neighbourhood Plan and confirmed this was out for consultation, and suggested this would be a useful document to read.

Action 8.4 – It was agreed a public meeting would be held on 15<sup>th</sup> May 2016. The Chairman provided details of those who would be invited to this meeting.

#### **4. To review updated schedule and agree target for next 6 months**

It was agreed that the Committee need to be up to Step 3 within the next 6 months.

#### **5. How the Neighbourhood Plan can help preserve the Conservation Area**

Robert Scrimgeour, SCDC highlighted that the Conversation Area is only a small part of the Neighbourhood Plan Boundary. He recommended that the Committee should also focus on non-designated heritage assets, listed buildings, features, open spaces and trees. The Chairman asked what methods were available to get residents to protect/restore features such as windows/railings. Robert stated it was a political decision by the SCDC not to impose greater protection by way of Article 4 directives. None had ever been applied to the SCDC 34 conservation areas. SCDC have often chosen not to enforce these issues where people have made changes to property which may have needed permission.

He confirmed that a Neighbourhood Plan could not enforce decisions made regarding the Conservation Area and if the proposed changes do not require permission then the landowner can go ahead and make these changes. Anne confirmed that she lived in the CA and was aware that certain property changes such as windows, and cladding could be made without permission. She welcomed the appraisal objective to provide further guidance on design matters and suggested that as a Parish we need to do more to promote good practice and incentives to retain and repair features.

Robert confirmed the amended draft Conservation Area Appraisal had now gone to Cabinet for approval. We would then get a copy of the final document.

He also thought that once the Neighbourhood Plan had been adopted that Wickham Market would be entitled to 25% of the CIL monies arising from new developments. Anne advised that she thought this would apply only if specific projects had been identified and it was agreed that more information and training was needed regarding this topic.

#### **6. Working Group update**

The Chairman confirmed following on from the recent Working Group Introduction Meeting that several more local people had volunteered to be involved to which he offered his appreciation.

The following Working Group members were agreed:-

**Social & Community Working Group** - Cllr Dick Jenkinson to be Chairman along with Gloria Creasey, Jackie Carpenter, Cllr Robin Cooke, Ray Clune and Roger Theobald..

**Economic & Infrastructure Working Group** – George Hering to be Chairman along with Arthur Stansfield, Cllr Edna Salmon and Bryan Archer.

#### **Environment Working Group**

Sue Jones to be Chairman along with Anne Westover, Steve Aylward, Michael Margetts and Arthur Stansfield.

The Chairman stated he felt it would be beneficial if these working groups could meet up prior to the Open Public Meeting on 15<sup>th</sup> May 2016. It was agreed the aims for the public meeting were to engage with residents in order to get feedback and highlight issues and to ask if they would like to contribute.

Anne asked about the Parish Plan and when this would be prepared and whether there was a draft available. Roger Theobald stated that this was in hand.

**7. Update on Locality Funding**

Colin Owens gave details regarding the funding available and the process for applying for funding through the Locality scheme. He confirmed the Committee were in the process of preparing the application to Locality for just over £5,000 in the first instance. He confirmed if necessary the Committee may also apply to the Big Lottery for funding.

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

It was agreed that due to availability this meeting would now be held on 15<sup>th</sup> May instead of 8<sup>th</sup> May 2016, subject to the Village Hall availability. The Chairman confirmed an article would be placed within the Parish Magazine and a leaflet drop would also be carried out prior to the meeting. George Hering advised a draft leaflet would be circulated in due course. There was a brief discussion regarding how the meeting should be run and it was agreed the following should be included:-

- Parish Plan Initial Findings
- Introduction to Neighbourhood Plan
- Break out into Working Groups
- Refreshments
- Summary and Farewell.

Various suggestions were made as to how this meeting could be progressed and how it would be most effective to engage with the youth.

**9. Any Other Business**

George Hering confirmed that Action 1.6 was now complete. Anne Westover stated she had heard that Katherine Scott would be replacing Ben Woolnough at SCDC as Case Officer for Wickham Market.

**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 Thursday 14<sup>th</sup> April 2016 as the Chairman was not available on 12<sup>th</sup> April 2016.

There being no further discussion the Chairman formally closed the meeting at 9:28pm

Signed:.....

Dated:.....