

**Minutes of the 3<sup>rd</sup> Neighbourhood Plan Committee meeting held on  
Tuesday 8<sup>th</sup> September 2015 at 7:30pm in Wickham Market Resource Centre**

Present: Cllr Dick Jenkinson (Chairman)  
Bryan Archer  
Anne Westover  
Ray Lewis  
Sue Dunham  
Colin Owens  
George Hering  
Cllr Edna Salmon

In attendance: Jo Jones – Clerk to the Council

**1. Apologies for Absence**

Apologies were accepted from Dave Bescoby. The Chairman reported that Peter Wild had decided to resign from this Committee. The Chairman thanked Peter Wild for his support.

**2. To approve the draft minutes of the Neighbourhood Planning Committee meeting held on Monday 10<sup>th</sup> August 2015**

Subject to amendments these were proposed for **Approval** by Bryan Archer, Seconded by Colin Owens. **All in Favour.**

Sue Dunham recommended it would be beneficial if a list of new actions was fed back for review at the end of each Committee meeting. This was agreed.

**3. Matters arising from the Committee meeting held on Monday 10<sup>th</sup> August 2015**

**Action 2.1** The Chairman to write to SCDC copied Thompson Elphick. Action on-going.

**Action 2.2** Project Plan to be compiled – Colin Owens confirmed the draft schedule had been prepared and ready for discussion at this meeting. When agreed it will be raised to Issue 1. This completed the Action.

**Action 2.3** Liaison with Heather Heelis regarding Project Plan – Action on-going.

**4. Consider draft “Schedule for Neighbourhood Plan” prepared by Colin Owens and Ray Lewis. Propose any required amendments and adopt.**

Colin Owens and Ray Lewis provided details regarding the work carried out in producing the draft project plan and also gave details of the meeting held with Hilary Hanslip at SCDC regarding this plan. A copy of the draft plan had been circulated to all Committee members by Colin Owens.

The proposed schedule was reviewed and agreed with some amendments and is attached to the minutes as Issue 1.

In considering the schedule the following actions were agreed.

Activity 0.2: Jo Jones to ask for copies of the Terms of Reference and Budget from Rendlesham, Woodbridge and Leiston in order to prepare draft with Anne Westover on 15/9/15. **Action 3.1**

Activity 0.3: The Chairman would look into establishing budgetary requirements and provision. Jo Jones to ask Woodbridge Town Clerk for copy of their SCDC funding application. **Action 3.2**

Activity 0.4: It was agreed future Committee meetings would be held on the 2<sup>nd</sup> Tuesday of each month. Jo Jones to produce schedule in order to circulate and put on the website. **Action 3.3**

Activity 0.7: If the Service Level Agreement is not received Jo Jones to chase Hilary Hanslip, SCDC. **Action 3.4**

Activity 1.1. It was agreed the Chairman would write to the surrounding Parishes in order to inform them that Wickham Market were writing a Neighbourhood Plan. **Action 3.5**

Following a brief discussion it was agreed the Neighbourhood Plan area/boundary would be Wickham Market alone but it was felt the Chairman should still write to all the other Parishes and if any of them came back requesting to be included the Committee would then consider this request.

The Chairman suggested the Committee should look into selecting a mapping provider – Sue Dunham volunteered to carry out this task. **Action 3.6**

#### **5. Wickham Market Conservation Area Appraisal – To decide on the best method to consider and respond to the revised version of the Wickham Market Conservation Area document which has now been received**

Bryan Archer stated he felt the Glebe Allotment site should also be included within the Conservation Area to which he gave details. It was agreed Anne Westover would lead on this project and Chairman urged all members to submit any comments to Anne in order so she could update the Committee at the next meeting. **Action 3.7.**

In the meantime it was also agreed that Ray Lewis and Bryan Archer would review the document and submit their comments to Anne Westover. **Action 3.8**

#### **Assets of Community Value – Glebe Allotment Site**

Jo Jones confirmed the Glebe Allotment site had now been registered as an Asset of Community Value under SCDC's Right to Bid Scheme.

#### **6. Neighbourhood Plan Networking Forum – Thursday 1<sup>st</sup> October 2015 – 10am – 1pm, Riverside Centre, Stratford St. Andrew**

Jo Jones, Ray Lewis, Colin Owens and Cllr Edna Salmon to attend.

#### **7. Public Forum**

There were no members of the public present.

#### **8. Date of next meeting**

The next Neighbourhood Planning Committee meeting will be held on Tuesday 13<sup>th</sup> October 2015.

There being no further discussion the Chairman formally closed the meeting at 9:30pm

Signed:.....

Dated:.....