

**Minutes of the 16th Neighbourhood Plan Committee meeting held on
Tuesday 8th November 2016 at 7:30pm in Wickham Market Resource Centre**

Present:

Cllr Dick Jenkinson (Chairman)	George Hering
Colin Owens	Cllr Robin Cooke
Ray Lewis	Wendy Stoney
Arthur Stansfield	Cllr Edna Salmon
Anne Westover	

In attendance: Jo Jones – Clerk to the Council and Steven Brown, SCDC

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

Apologies were accepted from Sue Jones & Angela Hadley. The Chairman welcomed Steven Brown from SCDC to the meeting.

To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 11th October 2016

These were **Unanimously Proposed for Approval**. The minutes were signed by the Chairman as a true record.

2. To consider matters arising and actions from the Neighbourhood Plan Committee meeting held on Tuesday 11th October 2016 and the updated Neighbourhood Plan Action List

The Action List and Schedule were updated accordingly. Ray Lewis reported he could not find the information within the Suffolk Observatory site regarding the number of bungalows within the Parish and therefore he volunteered to carry out a count himself within the near future. The Chairman confirmed he has had a discussion with George Hering regarding the amendments required to the Housing Needs Assessment. George Hering urged Committee members to submit any further comments to the Chairman.

16.1 – Ray Lewis to carry out a count of the number of bungalows and flats within the Parish.

16.2 - The Chairman to liaise with AECOM regarding the possibility of them amending the final Housing Needs document.

3. Open Public Meeting 6th November 2016 Feedback

The Chairman provided an update on the outcome of the recent open public meeting held and confirmed the questions and answer session comments would be typed up by the Clerk. **Action: 16.3 – Jo Jones to type up comments in order to compile consultation document**

Action 16.4 – George Hering to compile consultation document.

The Chairman reported 142 residents had attended the event throughout the day and 80 were present for the presentation. Anne Westover stated she felt the maps had gone down well and Colin Owens recommended the Committee could feedback through the Parish Magazine.

4. Heritage & Character Assessment including Landscape Appraisal

The Chairman reported he had spoken to Jon Rooney at AECOM and the information required had now been sent by the Committee and SCDC. Steven Brown advised he had tried to contact Jon Rooney but to date he unfortunately has been unable to make contact. There was a brief discussion regarding the information requested from AECOM and concerns were raised regarding how long the process of obtaining the documentation required was taking.

Heritage & Character Assessment including Landscape Appraisal cont...

Anne Westover made enquiries regarding the criteria for areas to be protected from development and asked Steven Brown if these areas had to be within the physical limits boundary or could they also be outside. Steven Brown provided further information regarding areas to be protected from development. **Action 16.5 – SCDC to provide criteria for this policy or provide a copy of the draft if this is not fully published.**

5. SCDC Policy Review

The Chairman gave details of SCDC's housing allocation to 2027 and confirmed this has now been reviewed and this is being extended to 2036 and a call for sites has been advertised widely throughout Suffolk Coastal. He provided details regarding the correspondence received by Thompson Elphick and advised that all sites that were submitted previously could be resubmitted. Steven Brown provided details regarding the call out for sites and the review of the Local Plan consultation process including the areas to be covered. The Chairman asked when the Local Plan Working Groups would resume. **16.6 - Steven Brown to advise when Local Plan Working Group meetings will resume.** Anne Westover suggested that Steven Brown could liaise with Wickham Market Neighbourhood Plan Committee regarding sites that are submitted in response to the recent call out for sites.

6. Service Level Agreement with SCDC

The Chairman advised that a draft Service Level Agreement had now been received. In the presence of the Committee this document was signed by the Chairman and Steven Brown.

7. Work going forward

Draft vision feedback – The Chairman advised that any comments received as a result of the draft vision sent out would be considered and fed into the vision. Colin Owens provided an update on the responses received to date and confirmed that Traffic & Parking is already the highest priority. He stated this consultation process will find the objectives to be fed into the Neighbourhood Plan. Anne Westover raised concerns regarding the objective process and feeding this into the policies to be written within the Neighbourhood Plan. Steven Brown provided clarification regarding this matter. The Chairman reported that SCDC were still currently using the Suffolk County Council 2002 parking standards and not the updated version issued by SCC in 2014. He stated he felt SCDC have deliberately not used the revised document as this would result in less development. It was agreed a comments spreadsheet would be compiled in order to gather and analyse the comments received. **16.7 - Colin to update spreadsheet with a cut-off date of 22.11.16.** It was agreed the spreadsheet would be updated by 13.12.16 then sent to the working groups for the objectives and list of options to be drafted by 10.1.17.

The Chairman reported himself and Clerk were attending a rural housing briefing on 24.11.16.

It was agreed that Ray Lewis would go onto the Environment Working Group and Arthur Stansfield would move onto the Housing Working Group. It was also agreed that Cllr Robin Cooke would move onto the Business Working Group.

Land owner discussions – The Chairman stated that it may be worthwhile if key landowners were visited to ask what their plans if any were for future development. It was agreed these were The Diocese, Mrs Bilton, Mr Carter, Mr Hayward & Mr Holland. Following a brief discussion, it was agreed in the first instance a letter could be sent.

16.8 – The Chairman to compile a draft letter to all landowners for review at the December meeting. It was also suggested this draft letter could be sent to Steven Brown for his review. Steven Brown provided advice regarding this matter and stated he felt the Committee were not at the point where they should be engaging with landowners.

Land owner discussions cont...

Anne Westover recommended that Andrew Pearce from SCC should be invited to a future meeting to discuss highways issues in respect of any proposed future development.

Landscape Appraisal – The Chairman confirmed this would not cover a Heritage & Character Assessment. Anne Westover confirmed this work was extremely important and provided details of an e-mail she had received from Lucy Wylam who carried out the Lavenham Landscape Appraisal and provided details of the necessity of carrying out this work. It was agreed the Committee should look into if AECOM could carry out this work separately and if not then funding could be applied for so this work could be undertaken.

8. Communications Update

George Hering confirmed he would prepare a consultation document in response to the recent open meeting held.

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 13th December 2016. **Action 16.9 – Jo Jones to compile list of 2017 Committee meetings.**

There being no further discussion the Chairman formally closed the meeting at 9:50pm

Signed:.....

Dated:.....