

**Minutes of the 30th Neighbourhood Plan Committee meeting held on
Tuesday 12th December 2017 at 7:30pm in Wickham Market Resource Centre**

Present:

Cllr Dick Jenkinson (Chairman)	
Hannah Benstead	Cllr Robin Cooke
Arthur Stansfield	Roger Theobald
George Hering	Wendy Slaney

In attendance: Jo Peters – Clerk to the Council

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

Apologies were accepted from Cllr Sanders, Anne Westover, Ray Lewis, Sonia Exton and Angela Hadley. Colin Owens and Cllr Clune were not present.

2. Declarations of Interest

George Hering declared a Pecuniary Interest as he is Director of IBIS Marketing Ltd.

3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 14th November 2017

The draft minutes were **Unanimously Approved** and signed by the Chairman as a true record.

Richard Kitson Court – The Chairman provided information regarding his recent response sent to Richard Kerry at SCDC. He reported he had stated within this response that there was still a requirement for Sheltered Accommodation within Wickham Market. The Chairman provided details regarding parking at the Chapel Lane car park and stated there were 3 cars owned by RKC residents permanently parked within the disabled bays to which he advised he had reported to SC Norse.

4. Review Neighbourhood Plan Action List and record all completed and outstanding items

The Action List was updated accordingly and all completed items were marked as complete.

5. Review comments on Neighbourhood Plan Options document

The Chairman gave details regarding comments received and also provided information on Areas to be Protected from Development. He confirmed he would circulate the amended document once all amendments had been carried out. **Action 30.1 – Chairman to revise and circulate NP Options document.**

6. Young People's survey

George Hering confirmed a draft survey had been compiled and circulated to all Committee members.

Roger Theobald provided details regarding the Saints Youth Club and George Hering confirmed he hoped to also attend this group. George Hering reported a youth who had attended the Big Draw event has offered to assist him. Jo Peters provided details regarding proposed improvements to the Village Hall play area.

7. Update on review of draft Landscape Appraisal

The Chairman confirmed that Anne Westover, Ray Lewis and Jo Peters had been working on amending the draft Landscape Appraisal to which he provided details. The Chairman gave details regarding the proposed draft response to be sent to Lucy Batchelor-Wylam and it was agreed the word 'amendments' should be replaced by 'corrections'. **Action 30.2 – Jo Peters to carry out amendment and send response to Lucy Batchelor-Wylam.** It was also agreed the Parish Council should send a further half of the amount remaining to be paid to Lucy Batchelor-Wylam. **30.3 – Jo Peters to arrange for further part payment to be sent to Lucy Batchelor-Wylam.**

8. To consider Fee Proposal from Anne Westover

The Chairman provided information regarding the Fee Proposal received from Anne Westover detailing the work that she is able to carry out including costs. He suggested this work should take about 10 hours and stated he felt the most suitable way forward would be for Anne Westover to complete the work in packages and then submit requests for payment once each package is complete. All Committee members confirmed they were happy with this proposal and it was felt this work would need to be completed within a timely manner. **Action 30.4 - Chairman to compile response to Anne Westover.**

9. Site Options & Assessment

The Chairman reported he had contacted Una Mcgaughrin from AECOM and she had confirmed the draft Site Options & Assessment document would be completed by 20.12.17. He raised concerns that the next Neighbourhood Plan Committee meeting was not until 9.1.18 and therefore he urged all Committee members to try and read the first draft ahead of this meeting as it would be ideal if this matter could be discussed on 9.1.18 in order for him to respond to Una Mcgaughrin within a week of this meeting. **Action 30.3 – All Committee members to read draft Site Options & Assessment document once received in order for this matter to be considered at the January meeting.**

10. Navigus Planning Update

The Chairman confirmed that Jo Peters had now formally responded to Chris Bowden at Navigus Planning. He reported that Chris Bowden had now sent a Fee Proposal and he had confirmed he would now be starting to progress work for Wickham Market's Neighbourhood Plan to which he provided details. The Chairman advised that he hoped Chris Bowden may be able to attend future Committee meetings but if he was unable to attend hopefully an update report could be submitted.

11. Landowner discussions

The Chairman stated he felt between commenting on the Site Options & Assessment document that the Committee should also then be ready to liaise with landowners to which he provided details.

There was a brief discussion regarding letters to be sent to landowners and it was agreed this matter would be reviewed again once the draft Site Options & Assessment document had been received. Some concerns were raised regarding the need to liaise with landowners and it was agreed at the January meeting there could be discussion regarding areas in which could be suitable for possible development. It was also suggested that the Chairman should obtain some advice from Stephen Brown, SCDC and Chris Bowden, Navigus Planning regarding the need for the NP Committee to liaise with land owners. **Action 30.4 - Chairman to obtain advice from Stephen Brown and Chris Bowden.**

12. Date for next Open Public Meeting

It was suggested this meeting could be held on Sunday 18th February 2018.

13. Any Other Matters Arising

There were none.

14. Public Forum

There were no members of the public present.

15. Date of next meetings

The next Neighbourhood Plan Committee meetings will be held on Tuesday 9th January 2018 and Tuesday 13th February 2018.

There being no further discussion the Chairman formally closed the meeting at 9:10pm

Signed:.....

Dated:.....