

**Minutes of the 37th Neighbourhood Plan Committee Meeting held on
Tuesday 10th July 2018 at 7:30pm in Wickham Market Resource Centre**

Present:

Cllr Dick Jenkinson (Chairman)	
Anne Westover	Arthur Stansfield
George Hering	Sonya Exton (Minute taker)
Ray Lewis	Roger Theobald
Angela Hadley	Colin Owens
Wendy Slaney	Hannah Benstead

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

Apologies were accepted from Cllr Cooke and Jo Peters. Cllr Clune was absent.

2. Declarations of Interest

Anne Westover declared a Non-Pecuniary Interest as she is Director of Westover Landscape and George Herring declared a Non-Pecuniary Interest as he is a Director of Ibis Marketing

3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 15th May 2018

Anne asked that her business name be corrected and then minutes approved and signed by the Chairman as a true record of the meeting. Anne asked about Matters Arising not being on the agenda. Dick said that any matters arising were picked up as action points and covered in that manner. If anything had been missed, then attendees had only to speak up and the matter would be covered.

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

36.1 - Summary documents regarding the open day questionnaires had been compiled by Dick for some of the options proposed. Two examples were circulated. So far Old School House, Proposed Business Development, Local Green Space and New Car Park have been done. Help was offered by Ray to do the rest. George asked who owned Penny Field. It is thought that Richard Hayward is the owner, but Hopkins Homes have the option to buy.

36.2 - Letter to Hopkins Homes compiled by Dick re setting up a Liaison Group. However, Chris Bowden advised strongly that these meetings should not go ahead prior to the HH Open Day on 20th July. Anne interjected that some of the Parish Council were also not happy for the liaison group to be formed. Roger Theobald agreed that the PC were against. Dick stated that some of the PC were in agreement, but the meeting with Chris Bowden swayed the decision against setting up the Liaison Group. Ray asked about HH sending information re the development before the exhibition. Nothing been sent so far and link on website not available till after exhibition. Anne said that we need to speak to HH fairly soon after the exhibition with the NP concerns. Dick was concerned about parking within the development and the number of houses.

36.3 - Angela had produced a detailed draft, but this was no longer required. The Chairman thanked Angela for her work.

36.4. Meeting with Chris Bowden - NP Programme - 3rd July – A further stage lasting about a month had been added to have an informal review with SCDC. Now the programme to complete the NP is agreed the required budget profile can be worked out and funds bid for. It will be over a year to go before the NP is finally completed. Once the

initial draft is completed it can then be circulated to various bodies including members of the public and an Open Meeting can be held. Once comments have been reviewed and amendments made the NP is sent with all required annexes to SCDC for formal review.

36.5 - Update working group information on website – Ray – Ray has lost the password so needs to speak with George before he can go further.

The Action List was updated accordingly.

5. Open Meeting Questionnaires

Covered in action list under 36.1. **Action 37.1 Dick to send out once complete.**

6. Visit to Wickham Market Primary School - Update

Hannah has completed a summary sheet which she will forward to everyone, subject to approval. **Action 37.2 Hanna to send out summary.** Roger thought best to leave and further consultation with the children until September owing to lateness of term, however, Dick said we have to run with what we've got due to timescale. Children's comments to be scanned. **Action 37.3. Dick to scan comments**

7. Old School Farm Development – Hopkins Homes

HH running ahead of NP. Dick suggested speaking to SCDC to get them on side as normally SCDC are very happy to work with villages that are working on NPs. **Action 37.4 – Dick to contact SCDC to encourage support.**

Anne talked about the Local Plan review and the upcoming events and stressed the importance of attending presentations. Dick and Jo going on the 18 Jul 18 to the briefing for Parish Councillors. **Action 37.5 – Dick and Jo to attend SCDC briefing.** There are further briefings one being on 31 Jul 18 in Samundham Market Hall 4-7.30pm. **Action 37.6 Jo to circulate event details again as other venues are available.**

Discussion as to what exactly HH will be showing on the 20th July. Speculation as to whether HH will want a proforma on the day from the public. And what sort of housing will be provided. Anne asked that Jo set up a meeting date about a week after the exhibition for the NP members prior to organising a meeting with HH. Suggested dates would be later the following week or week after. **Action 37.7 Jo to arrange meeting date to discuss PC/NP Ctte position.**

8. Review Programme and develop budget

It was agreed that Colin and Jo would compile budget. Colin asked questions on the programme and sought clarification on what sections would require funding. Dick answered Colin's questions. **Action 37.8 – Colin and Jo to prepare and submit budget request**

Colin asked Anne about policies and whether the suggested dates were viable. Anne said that we really needed to pull together re the structure of the NP and what policies we needed. She stated that she did not think the dates were viable, but that Chris Bowden, who would be completing the work, was confident that the dates could be met.

Ray suggested the plan be produced in Microsoft project and offered to transfer it across, as it would be easier to use, but it was thought that this level of detail was not required.

9. Policy Work – Way Forward

Dick stated that there were two types of policy:

- a. Site Specific – housing/parking – relatively simple to decide tonight if they

- should be included.
- b. None Site specific concerning - housing, economy, environment and community

Following the meeting with Chris Bownden Dick had asked Ben Chesters (SCC Highways Development Management) on the SCC view on:

- a. Car park opposite Lehmann House.
- b. Access to Simon's Cross allotments development.

Ben Chesters had responded, and Anne Westover guided us through his response. Anne made it clear that she did not think that the suggested position for the car park was suitable. The SCC response was that it would not be acceptable unless some mitigation work was completed and even then, they may object.

Dick stated that all the evidence pointed to the requirement for a new car park, we just had to find the right place. Colin suggested that the Traffic and Parking Working Group look at the options and present to the NP Cttee their findings. Colin asked questions to clarify the car park specification regarding number of spaces, lease arrangement e.t.c. The following were listed as options to be evaluated: Mill Lane, Land next to Old School House, Part of Village Hall Playing field, Townland Trust Field, 3rd quarter of cemetery, closed churchyard and part of Old School Farm development. The minimum spaces suggested is 65, but it was asked if we should lower our sites and look for a site that would house fewer cars. It was suggested that we look for a few smaller car parks, instead of one large one **Action 37.9 - Traffic and Parking Group to discuss the pros and cons and report back.** For information the members of the T&P Working Group are Ray, Colin, Bryan Hall, Dick, Julia Stratford-Wright, Mike Clements. This WG is now a PC Sub Cttee and not part of the Town Team.

Hopkins Homes to be approached after exhibition re providing a car park. We also need to speak to SCDC regarding our car park need, this was suggested by Anne. **Action 37.10 - Dick to speak to SCDC before meeting to highlight concerns.**

Site Specific Policies -

- a. Pump Track – not to be considered further.
- b. Chris Bowden had stated that there was no chance of getting the “Areas to be Protected from Development” policy through. Anne suggested changing and introducing different words into a none site specific policy to try to achieve the aim.
- c. Non Designated Heritage Assets – Owners have to be contacted to see if they are happy for their property to be included. List of all sites to be drawn up and owners contacted. Dick asked for a volunteer to look at list and draft letter for owners. **Action 37.11 – Anne and Ray to speak to Robert Scrimgeour, find addresses of owners and draft letter.**
- d. Local Green Space – of the 12 areas suggested for Local Green Space a number did not qualify in terms of the definition in NPPF. The following should be removed:
 - a. New Allotments
 - b. Play Area in Simons cross
 - c. Land off King Edwards Estate
 Others that were already protected should also be removed.
- e. Potential Business Development – not to be included.
- f. Old School Farm – needs policy re number/type/access/green space/car park.
- g. Simon’s Cross Development – OK
- h. Conservation Area Boundary Extension – cannot be a policy, but we can ask SCDC to take our views into account in the next review.
- i. District Centre Boundary - OK

It was agreed the Dick would write the Background and Introduction of the Neighbourhood Plan and Chris Bowden would write the rest, but he would be assisted in the policy work by Anne. **Action 37.12 – Dick to draft Introduction and Chris to draft the remainder assisted in the Policy work by Anne.**

It was agreed that we should tell Hopkins Homes and James Holland what sort of houses we want and then leave them to follow our guidance. We were not expecting the properties to be much more expensive due to our desire for better houses.

10. Any Other Matters Arising

Nil

11. Public Forum

There were no members of the public present.

12. Date of next meetings

The next Neighbourhood Plan Committee meetings will be held on Tue 14th Aug 18 and Tue 11 Sep 2018. The 11 Sep 18 meeting is likely to be held in the Resource Centre Atrium.

There being no further discussion the Chairman formally closed the meeting at 9.25pm.

Signed:..... Dated:.....