

**Minutes of the 27th Neighbourhood Plan Committee meeting held on
Tuesday 10th October 2017 at 7:30pm in Wickham Market Resource Centre**

Present:

Cllr Dick Jenkinson (Chairman)	
Angela Hadley	Hannah Benstead
Arthur Stansfield	Cllr Robin Cooke
Roger Theobald	Colin Owens
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, Ray Lewis and Anne Westover.

The Chairman reported that Sonia Exton had attended a recent Neighbourhood Plan Committee meeting and confirmed she had attended this meeting as a member of the public but had mentioned to him that she would be happy to join this Committee.

2. Declarations of Interest

George Hering declared a Pecuniary Interest as he is Director of IBIS Marketing Ltd. The Chairman confirmed at the September Parish Council meeting he had made The Parish Council aware that the Committee would not be going out to tender in respect of any advertising/communications material as it had been Approved that IBIS Marketing would provide this work.

3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 12th September 2017

The draft minutes were **Unanimously Approved** and signed by the Chairman as a true record. The Chairman thanked Anne Westover for taking the minutes at this meeting.

4. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 19th September 2017

Cllr Cooke asked for clarification regarding the decision to not exclude some sites from the Site Options and Assessment to which the Chairman and Colin Owens provided clarification. The draft minutes were **Unanimously Approved** and signed by the Chairman as a true record.

5. To consider matters arising and actions from the Committee meeting held on 12th September 2017 and the updated Neighbourhood Plan Action List and Schedule

The Action List and Schedule were updated accordingly.

a. Site Evaluation Principles

The Chairman confirmed he had not received any comments or amendments from Anne Westover to date and therefore he had now sent this document to AECOM.

b. Parish Council File Referencing system

The Chairman provided details regarding the new file referencing system and confirmed this would now be consistent within all documents. George Hering suggested the numbering of paragraphs could also be beneficial to which was agreed.

c. Landscape Appraisal update

Jo Peters confirmed that herself Anne Westover and Ray Lewis had begun to review this document to which she gave details. The Chairman confirmed that Lucy Bachelor-Wylam had now submitted her invoice to which he gave details and stated he felt that part payment should be paid now and the remainder upon completion. This was **Unanimously Agreed** by the Committee.

d. Locality Grant

The Chairman confirmed he had had two in-depth telephone conversations with John Wilkinson from Locality. He confirmed that John had raised the fact that the Committee could engage in AECOM to carry out the Strategic Environment Assessment (SEA) to which he gave details including information he had sent to John regarding his concerns in respect of this matter. The Chairman confirmed all Locality expenditure must be spent by 31.3.18 but this did not include the Technical Support Programme as this would be extended to which he provided further details. Therefore, as two packages could be run at the same time the Chairman recommended that AECOM should carry out the SEA and remove this work from Navigus Planning and request a revised quote.

Jo Peters gave details regarding funds remaining within the HSBC account for the Parish Plan and stated this funding was allocated for printing costs and therefore she felt with approval these funds could be spent on printing costs for the Parish Plan Action Report and Draft Neighbourhood Plan.

Wendy Slaney asked for clarification regarding comments made regarding timescales from AECOM to which the Chairman provided details and confirmed the draft Site Options and Assessment work was expected to be complete by 20.12.17. There was an in-depth discussion and the Chairman and Clerk along with Colin Owens provided details regarding the work to be carried out by Navigus Planning and AECOM. There was a formal vote and the vote to keep the funding application the same and instruct Navigus Planning to carry out the SEA was **Unanimously Approved. Action 27.1 - Jo Peters to submit the funding application to Locality.**

It was also agreed that the Site Options and Assessment work needed to be fed through to Navigus Planning. The Chairman confirmed that AECOM had worked in conjunction with Navigus Planning.

e. Zero Homes

The Chairman confirmed this meeting had not yet been scheduled.

f. Parish Plan

Jo Peters and Dick Jenkinson to complete Action Plan and Report. **Action 27.2 – Jo Peters and Chairman to complete.**

g. AECOM Model

The Chairman confirmed this work was now complete.

h. Additional Consultancy Work Package

The Chairman confirmed Anne Westover had not yet responded. Colin Owens and Wendy Slaney raised concerns that a specification of work required had not yet been sent to Anne Westover. The Chairman confirmed the work he had asked Anne to carry out was to review and identify the Local Plan policies and amend as necessary. It was agreed a timeline should also be applied. **27.3 – Chairman to send specification of work required to Anne Westover.**

It was agreed that Angela, Wendy and Dick would look at the Social Well Being aspects that could be included within the Neighbourhood Plan prior to next meeting. **Action 27.4 – Chairman to schedule meeting with Angela and Wendy.**

i. Local Plan Review

The Chairman confirmed that himself, Colin Owens and Cllr Sanders had been working on compiling a response to this review to which he gave details. He confirmed that himself Colin Owens and Cllr Sanders were due to attend a 1-2-1 briefing with SCDC on 18th October 2017. The Chairman reported the response needed to be sent by 31.10.17 and confirmed the draft would be circulated to both the Neighbourhood Plan Committee and Parish Council members prior to being sent out.

6. To consider matters arising and actions from the Committee meeting held on 19th September 2017

a. Site Options and Assessment

The Chairman circulated details of the potential sites that could be developed and in which are to be submitted to AECOM to be included within the Site Options and Assessment. He provided further information and gave details of all the documents needing to be sent to AECOM including the response sent to SCDC in respect of the Glebe Allotment site.

Simons Cross Allotment site – The Chairman reported that James Holland had recently attended a meeting with Simons Cross allotment holders in order to present proposals to them to move the current allotments and provide like for like with benefits to which he gave details and confirmed that a 1000-year lease to the Allotment Association had been discussed. Colin Owens raised concerns that this site had not been included within the recent Call out for Sites.

There was a formal vote and it was agreed the sites proposed would all be submitted to AECOM to be included within the Site Options and Assessment. **Approved Unanimously.**

7. Any Other Matters Arising

There were none.

8. Public Forum

There were no members of the public present

9. Date of next meetings

The next Neighbourhood Plan Committee meetings will be held on Tuesday 14th November 2017 and Tuesday 12th December 2017.

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

Signed:.....

Dated:.....