

**Minutes of the 50th Neighbourhood Plan Committee Meeting held on
Tuesday 13th August 2019 at 7:30pm in All Saints Church, Wickham Market**

Present:

Cllr Dick Jenkinson (Chairman)	
Roger Theobald	Cllr Ivor French
Colin Owens	Anne Westover (Meeting Chair)
Ray Lewis	Arthur Stansfield
Cllr Robin Cooke	George Herring

There was 1 member of the public present.

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

The Chairman welcomed all whom had attended. He stated that the Parish Clerk would not attend this meeting and suggested that he should take the minutes. Anne Westover suggested that it would be difficult to chair the meeting and take the minutes and that it might be better if she became the chair of the meeting; this was accepted.

The Chairman stated that unfortunately, for the time being, members of the public would be allowed to attend Parish Council meetings and Parish Council committee meetings but they would not be allowed to speak. Hence there was no Public Forum item on the agenda.

He said that he had got apologies from Sonya Exton and also Jo Peters. Angela Hadley and Wendy Slaney were absent.

He also mentioned that at the last Parish Council meeting on 15 Jul 19 Fiona Parker had resigned from the Neighbourhood Plan committee. The Berlain Regulation 14 response had been placed on the Parish Council agenda at the request of Fiona Parker however, when this item came about she did not wish to discuss it and resigned from the Neighbourhood Plan committee until the Regulation 14 response work regarding Berlain was completed. Ray Lewis was concerned that members of the committee could leave and re-join the committee at will, he proposed that when Fiona wished to re-join the Neighbourhood Plan committee that this should be considered by the committee before being accepted. **This was agreed.**

2. Declarations of Interest

The Chairman declared a Non-Pecuniary Interest as he plays golf with James Holland (son of Simons Cross allotment site landowner). Anne Westover declared a Pecuniary Interest as she is Director of Westover Landscape Ltd. George Herring declared a Pecuniary Interest as he is Director of IBIS Marketing Ltd. **It was agreed that at future meetings only changes to the declarations of interest needed to be stated.**

3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 9 July 2019

There was confusion as to which version of the minutes were the latest version. The Chairman stated that all Parish Council documents should have the file reference which includes the date that the document was prepared the version number and whether it is a draft or final version included in the file reference. The Chairman agreed to obtain the latest version of the neighbourhood plan minutes for the 9th of July and circulate to all committee members for approval. The latest version should include an updated version in Item 5 of the comments made by Ray Lewis and an updated version of Colin Owen's comments in Item 6. In addition, the spelling of Robert Scrimgeour should be corrected.

He also agreed to circulate the "In Camera" minutes with the correction from Ivor French, at the same time. The minutes can then be agreed out of committee and be amended to

the final version for the website.

Colin Owen's read a statement that should be inserted in the minutes of this meeting which corrected an item which was in the May Neighbourhood Plan minutes which is currently on the website. The statement reads:

Regarding the statement in the minutes of the May Neighbourhood Plan meeting “*Fiona was concerned that the Chair of the Marketing Committee is also the director of the marketing company being paid to communicate the neighbourhood plan process and that the public had been very disappointed with the lack of publicity provided by this paid service*” the Committee wish to record that the Neighbourhood Plan committee does not have a marketing committee and has not contracted for a paid service to communicate the neighbourhood plan process. The amount, type and method of publicity to be communicated is decided by the Neighbourhood Plan committee.

The marketing company used by the Neighbourhood Plan committee has been for artwork and the production of posters, leaflets e.t.c at the direction of the Neighbourhood Plan committee.

The company used for this purpose is IBIS Marketing Ltd. and the director is George Hering and the Neighbourhood Plan committee wished to apologise to George for misrepresentation of him and his company.

4. Matters arising not covered elsewhere

As a result of the resignation of Fiona Parker the position of Chairman of the Communications Group was vacant. Ray Lewis suggested that George Hering might consider reassuming this role. George Hering accepted that he would do this, and this was supported unanimously. He did say that he would need more time to prepare for open events in the future.

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

The Action List was updated as follows:

Item 48.2 - This action was agreed to be inappropriate.

Item 48.3 - The Chairman was to forward a copy of Una McGaughrin's response to all members. This was completed on the 25 Jun 19.

Item 48.4 - The Chairman was to circulate the car park rationale document to all members. This was completed on the 21 Jun 19

Item 48.5 – The Clerk was to liaise with James Meyer of East Suffolk Council so that Natural England could be chased for a Regulation 14 response. This is complete.

Item 48.6 – Anne Westover to liaise with Robert Scrimgeour regarding Camping House Close. This action is now complete.

Item 48.7 - The Clerk is to liaise with Chris Bowden, Navigus Planning to see if he had been involved in writing any Travel Plans. **Not complete.**

Item 48.8 - Anne Westover and Lisa Sanders to prepare a draft response to the Sizewell see pins document. This action is complete

Item 48.9 - The Clerk is to circulate the document on Traffic and Parking prepared by a previous member of the traffic and parking working group. Hard copies of this report have been circulated to members.

Item 49.1 - The Clerk is to circulate a copy of Wickham Market Parish Council standing orders to all committee members. The Chairman completed this item on 6 Aug 19.

Item 49.2 - The Chairman is to write to David Howland to inform him that his application to join the Neighbourhood Plan committee was not successful. This was

completed on 16 Jul 19.

Item 49.3 - The Clerk is to book a meeting room for the Regulation 14 response meeting. This was completed.

Item 49.4 - The Chairman is to amend the draft protocol for "Meetings with landowner's" and to circulate to all members. This was completed by Roger Theobald and was then approved by the Parish Council on the 15 Jul 19.

Item 49.5 – The Chairman to draft matters for discussion with Mr. Hayward. This was completed and circulated on 25 Jul 19.

6. Review Schedule

It was agreed no updates were required to the Schedule since the last meeting. Colin Owens stated that he wanted to clarify the process and time scales for the next actions. He understood that the Regulation 14 version of the Neighbourhood Plan was circulated for comment and 62 responses had been received. A spreadsheet has been compiled summarising the salient points of each response and comments, by the Neighbourhood Plan committee, had been written for each response. With this information the Neighbourhood Plan would then be updated and agreed then by the full committee. There was also a requirement for input into the neighbourhood plan from Anne Westover, Chris Bowden and Andrea McMillan. Then, with the required supporting documentation, some of which is still to be completed, the plan would be submitted to ESC under Regulation 16 consultation. It was agreed that this was correct. Anne Westover stated that it may be necessary to do a further round of consultation at Regulation 14 level if there were issues that could not be resolved satisfactorily. The Chairman stated that this was correct, but this should be avoided if at all possible as it will add considerable time to the process of completing the Neighbourhood Plan.

7. Regulation 14 Responses

All regulation 14 responses have now been included in the spreadsheet except for the Berlain response. The Chairman volunteered to add the Berlain response to the spreadsheet. **Action: 50.1 – Chairman to add Berlain response to the spreadsheet.** The Neighbourhood Plan now needs to be updated in line with the responses. The sub-committee with this responsibility consists of Ray Lewis, Anne Westover, Ivor French, George Hering and the Chairman. The next meeting to work on amending the neighbourhood plan will take place on Tuesday 20th August 2019. The meeting will be attended by Ray, Anne and Ivor. **Action: 50.2 Ray, Anne and Ivor to amend Neighbourhood Plan.**

8. Meeting with Mr Hayward

The Chairman had circulated the draft aims of the meeting on 25 Jul 19. Ivor, Anne and Colin had stated that they wish to attend the meeting. The Chairman will also attend. This mix of attendees is excellent as it meets all the criteria of the Protocol for Meetings with Landowner's approved at the last Parish Council meeting. Colin Owen's stated that the meeting had two distinct parts, the first and most important part was to receive reassurance that the Old School Farm site will be available for development in the Neighbourhood Plan and to request a formal letter stating this case. Secondly it would be useful to also discuss the following:

- a. To confirm which if any of Mr Hayward's land might be available for the purposes of a car park.
- b. To inform Mr Hayward that Wickham Market Parish Council would be objecting to SCLP 12.61 at the local plan meeting on the 17 September 2019 and explain why.
- c. To discuss possible landscape mitigation with regard to future developments.

Action: 50.2 - Chairman to arrange meeting with Mr Hayward in accordance with the guidelines set out in the Protocol for Meetings with Landowners document.

9. Climate Change Emergency

The Chairman stated that the Parish Council had begun to consider whether it should declare a climate change emergency. Should the Parish Council do so then it would seem logical that the Neighbourhood Plan should specify that any new houses should be carbon neutral. This is a significant change and, if adopted, will require the Neighbourhood Plan to go to Regulation 14 Consultation for a second time. It was agreed that East Suffolk Council, who have declared a climate change emergency, should be contacted to seek their guidance as to the energy efficiency of the houses in their local plan to see if they were taking the climate change emergency seriously. Anne Westover volunteered to forward a link to the article which showed that East Suffolk Council had adopted a climate change emergency. **Action: 50.3 - Anne Westover to forward a link to show that East Suffolk Council had adopted a climate change emergency.** Arthur Stansfield agreed to contact East Suffolk Council local plan Department too find out their view on this issue. **Action: 50.4 - Arthur Stansfield to contact East Suffolk Council to find out how they were amending their local plan to take into account the climate change emergency declared by the Council.**

10. Sizewell C Stage 4 Consultation

The Parish Council Sizewell C Working Group originally consisted of Dick Jenkinson, Anne Westover, Sonia Exton and Fiona Parker. Fiona Parker has now resigned from this group. Sonia Exton has agreed to be chair of this group. Sonya contacted EDF and asked as to their proposals on how they intend to mitigate traffic through Wickham Market. Their response was that currently they do not have any ideas on how to achieve this and we're hoping to work with the Traffic and Parking working group of the Parish Council to achieve a solution. Anne Westover briefed on a potential open meeting on the 4th of September in the Village Hall, the open meeting will be from 5:30 until 8pm. EDF would be asked if we could have their presentation material on Wickham Market for this open day and the aim was to get the views of the residents of Wickham Market so a relevant response could be compiled for the stage 4 Consultation. It was noted that there had been 3 letters from Wickham Market residents highlighting why Sizewell C should not go ahead. Ivor French mentioned that in his view the numbers of people attending the Sizewell C presentation in the village Hall were poor. The general consensus was that the open day was for such a short period of time that it did not allow all the residents who wish to visit the chance to attend the open day. Roger then suggested how we might get more residents to attend a Wickham Market specific open day and it was suggested that Roger Theobald should help Sonya Exton and Anne Westover in order to encourage residents to attend the open meeting on the 4th of September.

11. Independent Examination of the Suffolk Coastal Local Plan

Wickham Market Parish Council have requested the ability to speak at the Independent Examination on 17 Sep 19 regarding the potential development in Pettistree, SCLP 12.61. The Chairman will circulate the comments that the Parish Council submitted at the last local plan round of consultation. **Action: 50.5 - Chairman to send the Wickham**

Market Parish Council comments to Neighbourhood Plan members. Committee members were requested to review the comments submitted and if they could think of any ways to strengthen the response to let the chairman know as soon as possible.

Action: 50.6 - Committee members to inform the Chairman of any ways to strengthen the Parish Council comments.

Anne Westover stated that there was an Armstrong Rigg report on the East Suffolk council website which went into great detail regarding the Pettistree development. She suggested that not only should we comment on the development policy in the local plan but also on the Armstrong Rigg report if required. Anne Westover agreed to forward the link to this report to all members. **Action: 50.7 – Anne Westover to forward a link to the Armstrong Rigg report.** The Committee were not clear if the Parish Council could comment on the Armstrong Rigg report so it was suggested that Annette Feeney from East Suffolk Council should be contacted to see if this was possible.

Roger Theobald pointed out that on 20 Sep 19 there was to be a hearing on the Transport and Climate Change aspects of the local plan. He felt that this was very important. He mentioned that a new bus service was starting from Framlingham to Campsea Ashe and suggested that this may benefit Wickham Market should it come through the village.

12. Any Other Business

13. Date of next meetings

The next Neighbourhood Plan Committee meetings will be held on 13 Aug 19 and 10 Sep 19.

There being no further discussion or comments from the members of the public present the Chairman formally closed the meeting at 10:00pm

Signed:.....

Dated:.....