

**Minutes of the 39th Neighbourhood Plan Committee Meeting held on
Tuesday 11th September 2018 at 7:30pm in Wickham Market Resource Centre**

Present:

Cllr Dick Jenkinson (Chairman)	
Anne Westover	Colin Owens
Sonya Exton	Roger Theobald
Ray Lewis	

In attendance: Jo Peters, Parish Clerk.

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

Apologies were accepted from Cllr Cooke, Wendy Slaney, Angela Hadley, Hannah Benstead, George Hering and Arthur Stansfield. Cllr Clune was absent.

2. Declarations of Interest

Anne Westover declared a Pecuniary Interest as she is Director of Westover Landscape. The Chairman declared a Non-Pecuniary Interest as he plays golf with James Holland (son of Simons Cross allotment site landowner).

3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 12th August 2018

The draft minutes of the Committee meeting held on Tuesday 12th August 2018 had been circulated to all members prior to the meeting. Subject to amendments these were **Unanimously Approved** and signed by the Chairman as a true record of the meeting.

Action 39.1 – Clerk to send copy of amended minutes to all Committee members.

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

The Action List was updated accordingly.

Anne Westover suggested going forward there should be a Matters Arising item on each Agenda and this was agreed.

Ray Lewis reported the Chairman's Update for the website still remained outstanding.

Action 39.2 – Chairman to complete Chairman's Update

38.1 – Policy Work – The Chairman confirmed the 1st draft Neighbourhood Plan has now been received from Chris Bowden to which he gave details.

38.3 – Response to Hacheston to be compiled by Anne Westover and the Chairman.

Action 39.3 – Chairman and Anne Westover to compile a response to Hacheston.

Anne Westover reported herself and Ray Lewis were going to meet with Robert Scrimgeour at SCDC on 20.9.18 in respect of the Non-Designated Heritage Assets. It was suggested the Open Day questionnaire results should be put onto the website.

Action 39.4 – Ray Lewis to put results online.

It was agreed the Chairman would update the Schedule and an updated programme would be sent out with the draft minutes. **Action 39.5 – Chairman to update schedule and send out updated programme.**

5. Traffic and Parking Questionnaire

The Chairman confirmed an Open Public Meeting was due to be held on 21.9.18. He reported out of the 150 questionnaires returned, 87 were against a Residents Parking Scheme and 63 were in favour of it. In order to make this scheme viable the village needs 100 residents to be in favour and therefore the Chairman reported there was not enough residents interested to make this scheme financially viable.

Car Parking Policy – Colin Owens stated it may be necessary to consult regarding this matter as part of the Neighbourhood Plan process.

Colin Owens gave details regarding the possible sites for a new car park and it was agreed this matter would be an agenda item at the October meeting. It was agreed within the response to the draft Local Plan the Chairman needed to refer to the proposed new Car Park. **Action 39.6 – Chairman to include proposed new car park within Draft Local Plan response.**

It was agreed that all 5 possible sites for a new car park would need reviewing. It was suggested the Traffic & Parking Working Group should agree the assessment criteria and then apply this in order to compile the results.

6. SCDC Local Plan Review

The Chairman had circulated a copy of the proposed response to which he gave details. He confirmed the District Centre Boundary within the response now included Lehmann House. Anne Westover suggested that within the next Conservation Area review that Deben Court should also be included. **Action 39.7 - Chairman to amend draft letter and forward a copy to Suffolk Preservation Society.**

Action 39.8 – Chairman to send amended version of notes of the one-to-one meeting held with Mark Edgerley and Stephen Brown, SCDC to the Clerk.

7. Old School Farm Development

The Chairman provided an update regarding the meeting held between Neighbourhood Plan Committee and Parish Council members on 10th September 2018.

The Chairman and the Clerk gave details of items discussed to highlight with Hopkins Homes on 17th September 2018 when they attended the Parish Council meeting. The Chairman stated the policies within the draft Local Plan were favoured especially the 2015 car parking standards.

Matters to raise with Hopkins Homes on 17.9.18:-

- Don't wish for them to develop west of the line where bridleway meets Walnuts Lane and the cemetery.
- Pleased with footpath need to create green corridor.
- Wish to retain Old School building for community use.
- Extend footpath on western boundary.
- Clarification as to whom would be responsible for any green space within the development?
- Utilities and local services - Is there the capacity or will these need extending?
- 2 and a half-storey units - Will these have the same ridge height as 2 storey homes?
- Design of Street Lighting (what kind).
- Request for Public Car Park.
- Road way on west boundary does not need to extend to the spur.
- Penny Field – Whom would own and would a commuted sum be available?
- Which other open space will be for SUDS use?

The Chairman reported it had been suggested at the meeting on 10.9.18 that an addendum could be added to the Neighbourhood Plan regarding any development within Wickham Market's settlement boundary stating the same rules must be applied to in conjunction with the Neighbourhood Plan.

8. Draft Neighbourhood Plan including Policy Work

The Chairman confirmed Chris Bowden had now forwarded his first draft of the Neighbourhood Plan to which he gave details and confirmed the next step would be for Anne Westover, Chris Bowden and himself to review this draft in order so that it could then be circulated to all Committee members. **Action 39.9 – Chairman, Anne Westover and Chris Bowden to review first draft plan.**

9. Technical Support - Neighbourhood Plan Health Check

The Chairman confirmed he had now spoken to AECOM regarding the Neighbourhood Plan Health Check. He reported the next step would be to advise them as to when this is likely to be carried out.

10. Programme and Budget Update

The Clerk confirmed the funding from Locality had now been received. **Action 39.10 – Chairman to circulate updated programme and schedule.**

11. Any Other Matters Arising

There were none.

12. Public Forum

There were no members of the public present.

13. Date of next meetings

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

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

Signed:.....

Dated:.....