

Minutes of the 24th Neighbourhood Plan Committee meeting held on Tuesday 11th July 2017 at 7:30pm in Wickham Market Resource Centre

Present:

Cllr Dick Jenkinson (Chairman)	
Ray Lewis	Ray Clune
Wendy Slaney	Hannah Benstead
Arthur Stansfield	Cllr Robin Cooke
Roger Theobald	Cllr Lisa Sanders
George Hering	

In attendance: Jo Peters – Clerk to the Council

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

Apologies were accepted from Colin Owens, Anne Westover and Angela Hadley. The Chairman stated that going forward there was going to be an additional agenda item at each meeting being Declarations of Interests to which he gave details. The Chairman also stated that whilst speaking to "Locality" he was informed that all funds must be spent by 31st March 2018 as there was a 3-year time limit on Neighbourhood Plan funding. Consequently, there is now significant time pressure to get the plan completed. Roger Theobald suggested that where work could be started on items occurring later on in the schedule this should be done; this was agreed.

2. Declarations of Interest

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

3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 20th June 2017

Cllr Cooke raised concerns regarding Item 6 on the minutes and stated he felt the minute was not an accurate record of the meeting. There was a discussion and the Chairman stated he felt going forward a Sub-Committee could be formed in order so they are responsible for looking at the Neighbourhood Plan finances and could also provide a finance report at each meeting. It was agreed this Sub-Committee would consist of Ray Lewis, Jo Peters and Colin Owens. The draft minutes were amended to state this and were **Unanimously Proposed for Approval** and signed by the Chairman as a true record.

4. To consider matters arising and actions from the Neighbourhood Plan Committee meeting held on Tuesday 20th June 2017 and the updated Neighbourhood Plan Action and Schedule

The Action List and Schedule were updated accordingly.

The Chairman confirmed he had spoken to AECOM and stated they had registered the Committees dissatisfaction in respect of the Heritage & Character Assessment carried out to which he gave details. He confirmed AECOM had stated the Site Options & Assessment document would be more flexible. The Chairman gave details regarding the available funding from Locality and stated this money must be spent by 31st March 2018. There was a brief discussion regarding the amended Site Evaluation Principles.

5. Landscape Appraisal update

The Chairman advised that Lucy Batchelor-Wylam had now sent two draft documents and confirmed that himself and Anne Westover were due to meet with Lucy on Friday 14th July 2017 to go through these. A copy of these documents had been circulated to all Committee members.

The Chairman asked Committee members to review these documents and submit any comments back to himself by Friday 14th July 2017. **Action 24.1 – Committee members to review draft Landscape Appraisal documents and submit comments to the Chairman by 14.7.17.**

6. Review Site Evaluation Principles Revision 3 Draft Document

This document had been reviewed and circulated to which the Chairman provided details. There was a brief discussion and Ray Lewis provided the Chairman with details regarding his suggested amendments. It was agreed the Chairman would amend the Site Evaluation Principles Revision 3 as per Ray Lewis's suggested amendments and circulate to all Committee members. **Action 24.2 – Chairman to amend Site Evaluation Principles document and circulate to all members.**

7. Neighbourhood Plan Consultant

Jo Peters had circulated a paper and an e-mail in respect of this matter. There was a discussion and it was agreed a Sub-Committee would arrange to meet with Rachel Leggett and Navigus Planning. It was agreed this Sub-Committee would consist of Dick Jenkinson, Jo Peters, Colin Owens & Arthur Stansfield. **Action: 24.3 - Meetings to be scheduled with Navigus Planning and Rachel Leggett.**

8. Site Options and Assessment - AECOM or alternative consultant?

The Chairman provided details regarding the options available for this document. It was agreed that AECOM would be asked to carry out this piece of work but the brief provided must be accurate and thorough in respect as to how the work should be carried out. This work should be commissioned soon to ensure no delay, but the Landscape Appraisal is an essential document for this work.

9. Any other business

Wendy Slaney reported she had informally approached Dr Lal at the Medical Centre to provide him with information regarding the Neighbourhood Plan to which she gave details. It was suggested the Committee should also liaise with Wickham Market Primary School. Arthur Stansfield provided details regarding the Greenfield Development Briefing in which himself, the Chairman, Cllr Sanders and Ray Clune had recently attended. It was agreed Jo Peters would ask SCDC for a copy of the Community Land Trust slides from meeting in order for these to be circulated. **Action 24.4 – Jo Peters to obtain copy of Community Land Trust slides and circulate.**

10. Public Forum

There were no members of the public present.

11. Date of next meeting

The next Neighbourhood Plan Committee meetings will be held on Tuesday 8th August and 12th September 2017.

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

Signed:.....

Dated:.....