

**Minutes of the 25<sup>th</sup> Neighbourhood Plan Committee meeting held on  
Tuesday 8<sup>th</sup> August 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	

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, Cllr Clune, Wendy Slaney and Anne Westover.

**2. Declarations of Interest**

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

**3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 11<sup>th</sup> July 2017**

Colin Owens stated that he was not sure that he wished to be part of the Finance Sub-Committee and asked for clarification in respect of the role this Sub-Committee were asked to carry out. The Chairman gave details regarding the role of the Finance Sub-Committee and provided clarification as to why this Committee had been formed. Colin Owens then gave details regarding future grants to be applied for and the areas of budget needing to be identified in order to submit the application to Locality. **Action: 25.1 – Jo Peters and Colin Owens to complete and submit the application to Locality.** The minutes subject to a minor amendment were proposed for **Approval** and signed by the Chairman as a true record of the meeting. **Agreed Unanimously.**

**4. To consider matters arising and actions from the Committee meeting held on 11<sup>th</sup> July 2017 and the updated Neighbourhood Plan Action List and Schedule**

The Action List and Schedule were updated accordingly.

The Chairman reported the Clerk had e-mailed both Rachel Leggett and Chris Bowden in order to invite them to attend a meeting regarding the consultancy work required. He confirmed that Chris Bowden from Navigus Planning was away until 11th August 2017. The Chairman stated he had spoken to AECOM regarding the Neighbourhood Plan Committee not being very happy with the work carried out in respect of the Heritage & Character Assessment to which he gave details. He reported it had been confirmed the deadline for spending any funding received from Locality was 31.3.18. The Chairman stated once the Landscape Appraisal was complete all sites deemed unsuitable for development would be taken out before the Site Options work commenced. Angela Hadley stated she felt that no sites should be removed before the Site Options work is carried out to which she gave details and suggested a note could be put to AECOM informing them that the community had stated the Glebe Allotment Site should be discounted from the list of sites to be possibly future developed. She also suggested a public consultation could be held when the list of sites for possible development had been identified. There was a discussion and it was agreed the brief to AECOM for the Site Options & Assessment work should include some excluded sites and Site Evaluation criteria as agreed by the Committee. The Chairman advised there was not time to hold a public meeting before the Site Options & Assessment work, but this was not essential as details could be put on the website, included within an article in the Newsletter and sent out via Jacque Errington's mailing list for consultation.

The Chairman gave details regarding sites that could possibly be developed. There was an in-depth discussion regarding the Simons Cross Allotment Site. Colin Owens proposed that the following sites were excluded from the Site Options & Assessment work:- The Glebe Allotment site and the field between the allotments and Spring Lane, Simons Cross Allotment site, The Village Hall Playing Field and the Playing Field at Simons Cross. This was Seconded by Angela Hadley. **7 in Favour, 1 Abstention.** Colin Owens stated this decision would then be in line with the Agreed and Approved Neighbourhood Plan Vision. Angela Hadley stated she felt this decision needed to be publicised locally. **Action 25.2: Chairman to compile an article to be inserted into the Parish magazine and circulated to all Committee members.**

#### **5. Landscape Appraisal update**

The Chairman gave details regarding the recent meeting held with Wendy Slaney, Ray Lewis, Anne Westover, Lucy Batchelor-Wylam and Isolde Cutting. He provided details regarding the suggested Key Views and Preferred Sites for possible development from a landscape perspective. The Chairman reported the final draft was due to be received by 8<sup>th</sup> September 2017. He stated the detailed brief and criteria for the Site Options & Assessment would not be compiled until after the draft Landscape Appraisal had been received.

***Angela Hadley and Hannah Benstead left the meeting.***

#### **6. Review Site Evaluation Principles Rev 4 draft document**

The Chairman thanked Committee members for their comments submitted. A copy of the updated document had been circulated to all Committee members and it was agreed the updated version should go onto the website and be referred to within the article to be written for the Parish Magazine. Colin Owens gave details of comments made by Angela Hadley in respect of this document and it was agreed minor amendments would be made to points 1j & 1k and 2c, 5c and the housing note before this document was publicised on the website. **Action: 25.3: Chairman to update the document and circulate.**

#### **7. Neighbourhood Plan Consultant**

Jo Peters to schedule meetings with Rachel Leggett and Chris Bowden. Once meetings had been held it was agreed that Jo Peters would write to Chris Bowden at Navigus Planning and ask for a revised quotation excluding the Site Options work. It was agreed the Consultant needed to be selected hopefully prior to the next meeting once quotations had been received. It was agreed all Committee members would be informed once the meeting dates had been scheduled. **Action 25.4: Jo Peters to schedule meetings with Rachel Leggett and Chris Bowden. Action 25.5: Jo Peters to request revised quotation from Navigus Planning.**

#### **8. Site Options and Assessment - AECOM**

The Chairman and Colin Owens gave details regarding the Site Options and Assessment process. It was agreed that AECOM should carry this work out and that all land within Wickham Market excluding the areas to be excluded should be included within this assessment. There was a brief discussion regarding the criteria for this work and it was agreed the maximum number of new homes to be developed should not be greater than 110 (the maximum indicated in the Housing Needs Assessment) overall throughout the Parish.

**9. Additional Consultancy Works Package**

The Chairman gave details regarding the Neighbourhood Plan and the work still needing to be carried out. He stated that Anne Westover would be willing to carry out some paid work to which he gave details. The Chairman stated he was waiting for Anne Westover to produce a proposal listing the work she would be able to carry out and it was agreed the Committee would evaluate this request once the proposal had been received.

**Action 25.6: Anne Westover to produce proposal.**

**10. Any other business**

Colin Owens circulated a paper detailing the process in respect of the remaining work to be carried out to which he gave details. There was an in-depth discussion regarding future consultation process and George Hering stated he would need to put through any work he carries out for the Neighbourhood Plan through his company IBIS Marketing Ltd. Colin Owens proposed the Committee should vote to use IBIS Marketing Ltd as the sole provider for any future consultation/publicity work required and that IBIS Marketing Ltd should charge at a commercial rate for any work carried out to produce the Neighbourhood Plan. **No formal vote was held.** Cllr Robin Cooke stated George Hering’s honesty or the standard of work produced has never been questioned. It was **Unanimously Agreed** if Anne Westover was able to provide guidance as to which policies would probably be required in the Neighbourhood Plan she should be reimbursed for this work.

**11. Public Forum**

There were no members of the public present.

**12. Date of next meeting**

The next Neighbourhood Plan Committee meetings will be held on Tuesday 12<sup>th</sup> September and Tuesday 10<sup>th</sup> October 2017.

There being no further discussion the Chairman formally closed the meeting at 10:15pm

Signed:.....

Dated:.....