

Draft minutes of the 49th Neighbourhood Plan Committee Meeting held on Tuesday 9th July 2019 at 7:30pm in All Saints Church, Wickham Market

Present:

Cllr Dick Jenkinson (Chairman)	
Roger Theobald	Cllr Ivor French
Colin Owens	Cllr Fiona Parker
Anne Westover	Ray Lewis
Arthur Stansfield	Cllr Robin Cooke
Cllr Sonya Exton	George Herring

In attendance: Jo Peters, Parish Clerk. There were 4 members of the public present.

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

The Chairman welcomed all whom had attended. Apologies were accepted from Wendy Slaney. Angela Hadley was not present.

The Chairman advised for the purpose of the minutes the Clerk would be recording this meeting.

The Chairman offered thanks to the Church for allowing the Committee to use this venue and confirmed a donation would be given.

The Chairman stated the past few meetings had not progressed well and therefore he would be adhering to the WMPC Standing Orders in hope that the meeting runs more smoothly and effectively. **Action 49.1 – Clerk to send a copy of WMPC Standing Orders to all Committee Members.**

The Chairman requested that he would like a recorded vote to be carried out for Item 7. Finally, he confirmed that Hannah Benstead had now resigned from this Committee. On behalf of the Neighbourhood Plan Committee the Chairman thanked her for her input.

2. Public Forum

There were no comments from the members of the public present.

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

4. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 11th June 2019

Ray Lewis stated that he did not recall these minutes being Unanimously Approved and asked for the word Unanimous to be removed. ***This amendment was accepted.*** Ray Lewis also pointed out that comments he made under Item 8 in respect of matters relating to IBIS Marketing Ltd were not included in the minutes and asked for them to be added. He had stated that it was his understanding that monies spent were actually on products such as materials, design, website, display materials etc. and that George Hering provided most of his time for free. **The amendment was accepted**

George Hering stated within the comments made at the last meeting the figure stated as being paid to IBIS Marketing Ltd was incorrect and needed to be changed.

Anne Westover corrected the spelling of James Meyer's name.

5. Matters arising not covered elsewhere

It was agreed as a result of the last meeting Cllr Parker did not have a Pecuniary Interest in the Mill Lane Car Park.

Colin Owens asked for clarification as to what Cllr Parker had volunteered to take on as Chairman of the Communications Group and what her role would be, as follows:-
'Cllr Parker volunteered to take on the role in which George Hering previously carries out subject to assistance and guidance'.

Colin voiced the appreciation of the Committee for volunteering and for the record explained the role is Chairman of the Communications Group which has the longstanding and agreed responsibility for *'the creation and distribution/transmission of the literature and information used in all the direct communications to the local and wider public'*

Assistance and guidance was offered by Ray Lewis who has been a member of the group since its inception. The Communications Group consequently currently consists of Cllr Parker and Ray Lewis.

Colin Owens reported he has worked with the Clerk on the budget for the NP Committee and asked the Communications Group to consider its budget requirements for the remaining communications activities.

Referring to the minutes of the meeting in May Colin Owens pointed to the entry, Fiona was concerned that the Chair of the Marketing Committee is also the Director of the marketing company being paid to communicate the NP process and that the public had been very disappointed with the lack of publicity provided by this paid service.

Colin Owens pointed out that the NP Committee does not have a Marketing Committee and has not contracted for a paid service to communicate the NP process. The amount and type of publicity to be communicated was decided by the NP Committee. The marketing company used by the NP committee was for artwork and the preparation of posters, leaflets etc. at the direction of the NP Committee. The company is IBIS Marketing Ltd and the Director is George Hering, and to state that George Hering has been paid for a service which then wasn't satisfactorily provided is incorrect and defamatory and he did not wish for his name to be against these comments.

This matter was discussed with several committee members concurring with this interpretation of the words in the minutes with regard to them being defamatory.

The Chairman stated that until Cllr Parker had joined this Committee they had been extremely happy with the work carried out by Ibis Marketing Ltd. He understood that communications hadn't always reached every household but this was not down to IBIS Marketing Ltd.

There was a brief discussion and the Chairman stated if the minutes were not factual these need to be corrected as they are a document which is in the public domain.

Cllr Parker stated that in her view these comments were to be true and factual and were stated at this meeting to which George Hering stated if it wasn't for the Mill Lane car park the public would not necessarily be present to which severe concerns were raised.

Cllr Parker stated these minutes had already been approved and therefore any amendments should have been raised at the June Committee meeting.

George Hering stated he was not present at both of these meetings but felt it was unfair how this matter had been dealt with as he had not had a chance to defend himself. Ray Lewis also stated he wished to disassociate himself from the comments as raised by Colin Owens.

George Hering asked that the facts within these minutes were corrected. Roger Theobald stated a statement of correctness needed to be carried out to which it was agreed. Fiona agreed to remove some information as the matter was now closed. It was proposed that comments within Item 8 of the June minutes all but the first sentence would be deleted. **Approval** was Proposed by the Chairman, Seconded by Cllr Parker. **All in Favour. RESOLVED.**

Although no vote was taken it was agreed that a corrective statement would also be made in respect of the minutes of the May meeting and an apology was discussed as being appropriate.

Anne Westover confirmed she had tried to call Robert Scrimigour in respect of Camping House Close but he is currently away on holiday. It was agreed this action was no longer required.

6. Request from David Howland to join the Neighbourhood Plan Committee
RESOLVED

That, under Section 2 of the Public Bodies (admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of this item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Committee considered the request from Mr Howland and a request was made that the vote be recorded. After a full and frank discussion it was:

RESOLVED

That Mr Howland not be invited to join the Neighbourhood Plan Committee

The vote on the Resolution was recorded as follows:

Against - Cllr Parker &

For - Cllr Jenkinson, Arthur Stansfield, Colin Owens, Ray Lewis, George Hering, Roger Theobald & Cllr French.

Abstentions - Cllrs Cooke, Exton and Anne Westover.

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

The Action List was updated accordingly.

Anne Westover stated the response received from Andrew Dutton was extremely detailed to which the Chairman suggested this response may possibly require a separate entry on the response sheet. Anne Westover stated that Chris Bowden may also need to give advice in respect of some of the comments made within this response.

The Chairman stated the request for the SHELAA to be sent out via the round robin had been withdrawn to which he provided details. Anne Westover stated matters relating to the Public Enquiry in respect of the proposed development at Pettistree must be put onto the Parish Council's website.

8. Review Schedule

It was agreed no updates were required to the Schedule since the last meeting. Colin Owens stated in his view the timings on the Schedule required updating.

The Chairman confirmed these would be refreshed after the Regulation 14 Consultation responses had been reviewed and the meeting with Mr Hayward had been carried out.

9. Car Park

The Chairman stated this Committee had to agree what is required for a car park to which he confirmed to this effect he had started preparing a document but this required completion to which he gave details.

He stated the process for agreeing these requirements would take much longer than the Neighbourhood Plan process so it would be stated within the Neighbourhood Plan that a car park is required but a location would not be provided. Cllr Parker raised concerns in respect of these comments and stated if the Committee were still assessing the Regulation 14 Consultation responses surely a decision regarding policy WICK 9 could not be carried out at this stage. Ray Lewis confirmed that WICK 9 had already been amended in draft to which he gave details and Cllr Parker again raised concerns.

Cllr Parker stated a summary confirming lots of issues had been raised with regards to the proposed Mill Lane car park along with the professional advice given suggesting this location for a car park is not suitable and therefore it needed to be removed. Anne Westover stated this location needs to be completely removed in order to show the public the Committee are listening. Anne Westover raised concerns regarding the fact the Chairman keeps telling this Committee he still wants the land at Mill Lane to be considered for a car park. Colin Owens stated as a result of the Regulation 14 Consultation this location should be taken out in respect of the Neighbourhood Plan to which Cllr Parker raised concern the Traffic & Parking Working Group would still explore this site for a possible car park to which Colin Owens provided information.

Cllr Parker stated that Chris Bowden had advised policy WICK 9 was not deliverable going forward. Cllr Exton stated all options should be looked into for parking in accordance to the different needs of the village. There was also a brief discussion regarding the Traffic & Parking Working Group's Terms of Reference and whom it reported to.

Anne Westover stated the Committee needed to complete the analysis of the Regulation 14 Consultation responses and if the Mill Lane car park is deemed unsuitable it should be removed from further consideration. The Chairman stated he disagreed with Anne Westover in that whilst the specific location of the car park would be removed from the Neighbourhood Plan all sites should be considered in the future work to find a location for the car park.

Cllr Parker stated if in the future this location for a car park arises it would make this process look unprofessional and therefore all other options need to be explored.

10. Regulation 14 Consultation Responses

The Chairman reported a separate Working Group had met to continue with the analysis of these responses to which he gave details. It was agreed a Working Group meeting would be held on Tuesday 16th July 2019 at 10:30am.

Action 49.3 – Clerk to book meeting room.

The Clerk recommended that once the analysis is complete a separate meeting of the Neighbourhood Plan Committee should be held with this being a sole agenda item.

The Clerk and Anne Westover left the meeting at 9.10pm.

11. Meetings with Landowners

The Chairman provided details regarding the draft protocol in which he had circulated to all Committee members and clarified reasons for having the Neighbourhood Plan draft this document instead of the Parish Council. He reported that Cllr Parker had circulated some proposed amendments to this document to all Committee members. Cllr Exton raised concerns regarding this document to which Cllr Parker and Colin Owens provided clarification.

The Chairman stated the protocol in which is being compiled deals with planning issues which can be quite emotive and therefore there needs to be protocol to ensure these meetings run smoothly.

Cllr Parker and the Chairman gave full details regarding her proposed changes and Cllr Parker stated this was a very specific protocol with specific requirements. There was an in-depth discussion in respect of the proposed changes. It was agreed the Committee would accept Cllr Parkers suggested amendments with further changes, as discussed.

Action 49.4 – Chairman to amend draft protocol and circulate to all Committee and Parish Council members.

Chairman stated that a meeting with Mr Hayward needed to held very soon to which he hoped the protocol would be Approved by the Parish Council at their meeting on Monday 15th July 2019 in order for this meeting to go ahead. The Chairman gave details of matters that needed to be discussed with Mr Hayward and stated he felt the Committee should explore the possibility of having a car park on this land. **Action 49.5 Chairman to draft matters to be covered at the meeting with Mr Hayward.**

Cllr Parker gave details regarding the purpose of this protocol and it was agreed this document once approved would be placed on the Parish Council's website.

There was a discussion regarding the land offered by Mr Carter and the Chairman stated if this land was to be assessed with a view to be included within the Neighbourhood Plan a further Regulation 14 Consultation would need to be carried out. However, once the Neighbourhood Plan is approved this will be subject to review and at some time in the future Mr Carters land may be considered further.

Colin Owens pointed out that the meeting with Mr Carter is in line to the preparation of the Neighbourhood Plan and urged that the protocol could be concluded soon in order to progress this issue quickly.

There was a brief discussion in respect of the land at Old School Farm perhaps being unavailable for development to which the Chairman stated he hoped Mr Hayward would be more positive with his response after the meeting to be held with him.

12. Climate Change Emergency

The Chairman stated he was not aware of the background to this item. As it was first raised in the Environment and Leisure Committee he had hoped that Anne Westover could lead on this item but unfortunately she had now left the meeting.

Cllr Exton confirmed this matter had been put forward by Cllr Chenery at the recent Environment & Leisure Committee meeting whereby he had suggested that Wickham Market Parish Council could declare a Climate Change Emergency to which she gave details. It was agreed this matter would be deferred for consideration by the Parish Council at their meeting to be held on Monday 15th July 2019. If the Parish Council had reached an agreed position by the time the Neighbourhood Plan was being finalised then this could be included in the introductory section.

13. Any Other Business

The Chairman reported that EDF are holding a further stage of Public Consultation from 18th July to 27th September 2019 and gave details regarding a presentation event to be held in Wickham Market Village Hall on Thursday 25th July 2019 from 12:00 – 3:00pm.

Cllr Parker stated one of her neighbours had sent an e-mail to the Clerk in March 2018 in response to a Neighbourhood Plan questionnaire to which she enquired how these responses had been collated. The Chairman stated the email in question was a response to an Open Day event and these comments were taken into account when the draft Neighbourhood Plan was compiled. Cllr Parker stated she had not been able to find reference to these comments to which the Chairman provided clarification.

14. Date of next meetings

The next Neighbourhood Plan Committee meetings will be held on Tuesday 13th August and 10th September 2019.

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:.....