

**Draft minutes of the 54<sup>th</sup> Neighbourhood Plan Committee Meeting held on Tuesday 10<sup>th</sup> December 2019 at 7:30pm in Wickham Market Resource Centre, Meeting Room**

**Present:**

Cllr Dick Jenkinson (Chairman)	
Ray Lewis	Cllr Ivor French
George Hering	Arthur Stansfield
Colin Owens	

Officer in attendance: Jo Peters, Parish Clerk. There were no 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 Cllrs Cooke, Exton and Westover and Roger Theobald.

The Chairman reported that a member of the public had requested access to all of the responses to the initial Neighbourhood Plan questionnaire. He confirmed he had allowed access to the Drop Box for one week only. Concerns were raised that under Data Protection Law rules this information should not have been shared. It was suggested going forward a policy needed to be adopted in respect of information sharing. There was a brief discussion and it was agreed matters relating to the Freedom of Information Act needed to be an agenda item at the next Committee meeting. **Action 54.1 - Chairman to seek advice from SALC.**

**2. Declarations of Interest**

The committee agreed that the need to register the interests which have been repeated at previous meetings was not necessary, this was agreed at the July Committee meeting. There were no additional declarations of interest to report.

**3. To approve the draft minutes of the Neighbourhood Plan Committee meeting held on Tuesday 12<sup>th</sup> November 2019**

Subject to minor amendments these were **Unanimously** proposed for **Approval** and signed by the Chairman as a true record of the meeting.

**4. Matters arising not covered elsewhere**

The Clerk reported on an e-mail received from Annette Feeney, ESC regarding the Local Plan Inspectors Report, as follows:-

"The Council have yet to produce a full schedule of Main Modifications for the Local Plan, that will require a SCI (6 week consultation). The Inspector will then consider the responses before he completes his report. So, in short it is likely to be after Christmas – but I have no date as you can see there is still way to go. When the report is with the Council they will notify you and it will be published on the Councils website".

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

The Action List was updated as follows:

50.2 - Ray, Anne and Ivor to amend Neighbourhood Plan – This action is ongoing.

50.3 - The Chairman provided details as to why the meeting with the landowner of the Old School Farm site had been cancelled.

52.5 – Historic Environment Supplementary Report – Clerk to circulate correspondence and questionnaire - Complete.

52.6 – Ray, George and the Chairman to propose additional words to NP to show positive support for continuance and growth of the vitality and sustainability of the District Centre. Words will also be included to show the value of retaining the only pub in the village – This action is ongoing.

53.2 – Clerk to put Chairman's brief for PC on Traffic & Parking Working Group on Parish Council's website - Complete.

53.5 & 53.6 – Anne Westover and the Clerk to draft letters to Andrea McMillan, ESC and Ben Chester, SC Highways regarding Simons Cross access - ongoing.

## **6. Review Schedule**

No changes since the last meeting.

## **7. People and Places Survey**

The Chairman stated he was disappointed regarding the lack of Parish Councillors that attended this meeting. He gave details regarding the results of the survey and stated parking in Wickham Market had not come out as a problem within the results to which Colin Owens provided further details and confirmed that an 80 page report would be sent in the New Year. The Chairman advised the purpose of this survey was to ask local residents and visitors what they thought of Wickham Market and asked the Committee if they felt this document should be included within the Neighbourhood Plan evidence base. Following discussion, it was felt this may not be beneficial to which Ray Lewis raised concerns. Following further discussion, it was agreed that once the full report had been received it would be reviewed and a decision could then be made as to if this information should be included within the Neighbourhood Plan evidence base.

## **8. Visions and Objectives**

The Chairman gave details regarding correspondence received from Chris Bowden and reported on the items that Chris Bowden had suggested should be removed. He confirmed he had circulated this correspondence to all Committee members and suggested the items in which he was suggesting be deleted could be included within the objectives of the plan and could be split into Community & Planning Objectives. There were **No Objections** to this request but it was felt that To provide Sheltered Housing may need to be removed.

## **9. NP progress and next steps**

### **Old School Farm site**

The Chairman stated this matter had been covered under the Action List. It was agreed the Old School Farm site would remain within the Neighbourhood Plan in accordance with the letters received from the landowner, but the policy would require amendment.

### **Habitats Regulation Assessment**

The Chairman reported this would be compiled by Andrea McMillan, ESC and now that it had been agreed the Old School Farm site policy would remain within the draft Neighbourhood Plan the latest version could be sent to her in order for her to compile this document. It was agreed the access points in respect of the Simons Cross policy may need clarification and to which the Chairman stated the letters to ESC and SC Highways in respect of this policy needed to be sent out ASAP.

**Action 54.2 – Chairman to draft letter to Andrea McMillan, ESC and send draft Neighbourhood Plan in order so she can compile the Habitats Regulation Assessment by 17.12.19.**

#### **Basic Conditions Statement**

The Chairman stated he had read through the draft document received from Chris Bowden and urged all Committee members to do so and report back on any errors, if necessary. **Action 54.3 - All Committee members to review Basic Conditions Statement and submit comments to the Chairman by 17<sup>th</sup> December 2019.**

#### **Strategic Environmental Assessment**

The Chairman reported a draft had been produced in February 2018 and this is currently being worked on by Chris Bowden, Navigus Planning and an updated draft would be received in the near future.

#### **Consultation Statement**

The Chairman reported he was in the process of compiling this document to which he gave details regarding its content and the annexes included. He stated all the above documents needed to be complete before Regulation 16 could be carried out and stressed again how important the letters to SC Highways and ESC regarding the access to the Simons Cross site were and asked for these to be sent ASAP.

#### **War Memorial**

The Chairman reported correspondence had been received from Historic England with a link to a website to which he gave details and advised they were carrying out an assessment to consider adding the war memorial for addition to the List of Buildings of Special Architectural or Historic Interest to which himself and the Clerk provided information. It was agreed Historic England should carry out their assessment and this information could then be noted within the Neighbourhood Plan.

#### **10. Sizewell C Stage 4 Consultation**

The Chairman reported he had included this matter in order so that an update from the meeting held on 9.12.19 with EDF could be given. Colin Owens gave details regarding comments made at this meeting in respect of the Neighbourhood Plan and provided information regarding the Traffic & Parking Working Group report which aims to come up with improvements for Traffic and Pedestrian safety and to which he stated should be included within the Neighbourhood Plan. It was agreed the current policies could be amended to include road safety issues. **Action 54.4 – T & P WG to look at Chapter 7/Wick 10 & Wick 11 to suggest amendments to include road safety issues.**

Colin Owens reported as a result of the meeting held with EDF it was agreed an Integrated Group would be formed to take traffic mitigation options going forward to which he gave details. Cllr French stated other energy projects would also impact local roads to which there was a brief discussion. There was also a discussion regarding the figures given at the meeting with EDF in respect of the rise in traffic before and during peak construction whereby the Chairman raised concerns.

#### **11. Any Other Business**

Colin Owens made enquires in respect of the remaining grant funding available. There was a brief discussion and it was suggested that a further Neighbourhood Plan Public Opening Day would not be necessary.

**12. Date of next meetings**

The next Neighbourhood Plan Committee meetings will be held on 14<sup>th</sup> January and 11<sup>th</sup> February 2020.

There being no further discussion the Chairman formally closed the meeting at 9:20pm

Signed:.....

Dated:.....