**Minutes of the 63rd Neighbourhood Plan Committee Meeting held virtually on**

**Tuesday 12th January 2021 at 7:00pm via Zoom**

 **Present:**

 Cllr Dick Jenkinson (Chairman)

Ray Lewis George Hering Roger Theobald Cllr Anne Westover

Cllr Robin Cooke Arthur Stansfield

Cllr Sonya Exton

Officer in attendance: Jo Peters, Parish Clerk. Cllr French was also present.

1. **Zoom Meeting Protocol Guidance**

Cllr Jenkinson provided details regarding the Zoom Meeting Protocol Guidance.

1. **Open Public Forum (Maximum 5 minutes)**

There were no members of the public present.

1. **Chairman’s opening remarks**

The Chairman reported quite a lot of work to various parts of the draft plan had been carried out since the last meeting. He confirmed the updated draft plan would be circulated to all members and Parish Council members soon.

1. **To receive apologies for absence**

There were none.

1. **To receive declarations of pecuniary and non-pecuniary Interests**

There were no additional declarations of interest to report.

1. **To approve the draft minutes of the Neighbourhood Plan Committee meeting**

**held on Tuesday 8th December 2020**

 Cllr Westover proposed amendments to page 3 under item 10 so the final sentence read

 as follows “Cllr Westover reminded Committee members this had also been her advice

 as it would not be best practice to publish the draft plan at this stage. This amendment

 was accepted. Subject to this minor amendment the draft minuteswere proposed for

 **Approval** by Ray Lewis, Seconded by George Herring. **7 in Favour, 1 Abstention**. It

 was **RESOLVED** these minutes should be signed by the Chairman when convenient as

 a true and correct record**.**

1. **Matters outstanding since the last meeting and to update Action List**

Cllr Westover asked who was going to input into the work required to compile a response to the ESC consultation on matters relating to Historic Environment. It was suggested this matter was covered later within the meeting.

The Chairman gave details regarding actions carried out since the last meeting,

as follows:-

 62.1 – Parish Clerk to amend draft minutes – Complete.

 62.2 – Parish Clerk to amend the notes of the meeting with Ben Woolnough and circulate

 to all members – Incomplete.

 62.3 – Chairman to meet with Ray Lewis to progress Consultation Statement – Chairman

 and Ray Lewis have met and carried out some work, but this document is not yet

 complete.

62.4 – Parish Clerk to request a final cost estimate from Chris Bowden – Complete.

62.5 - Parish Clerk to forward the list of future NP stages to all Committee members – Complete.

62.6 -Review of Schedule to be included as agenda item at the Committee meeting to be held on 12.1.2021 – Complete.

62.7 – Ray Lewis to forward a copy of the draft Neighbourhood Plan to all Parish Council members – Incomplete.

62.8 – Chairman to write to Cllr Sanders regarding the planning application for 10 Church Terrace and to remind her of the Neighbourhood Plan polices that apply and request that going forward the Planning Committee work with the Neighbourhood Plan Committee – Complete and a Planning Committee meeting was held on 21.12.2020.

The Chairman stated despite this Cllr Sanders had still not answered his queries raised and recommended this matter should be an agenda item at the next Parish Council meeting. The Clerk stated herself and Cllr French felt these matters should be aired at a Planning Committee meeting rather than a Parish Council meeting. Cllr French requested that the Chairman attended the next virtual Planning Committee meeting. Cllr Westover stated in her view the Planning Committee needed to take all policies into consideration or this could put the Parish Council in an embarrassing situation in the future. Cllr Exton advised in her view she felt the Planning and Neighbourhood Plan Committees should work together and agreed the emerging Neighbourhood Plan should be taken into consideration when planning applications are considered.

**Action 63.1 – Clerk to send a copy of the recording of the Planning Committee meeting held on 21.12.2020 to Cllr Jenkinson.**

 60.1 – Chairman to arrange meeting with Andrea McMillan and Sunila Osborne -

Complete.

 61.2 – Chairman to send list of points to be raised at the meeting with Ben Woolnough to

 all Councillors - Complete and pre-meeting was held.

 61.3 – Cllr French to liaise with Cllr Sanders to request she liaises with the

 Neighbourhood Plan Committee regarding matters to be considered at the meeting with

 Ben Woolnough, ESC – Complete and pre-meeting was held.

 61.7 - Chairman to forward new Local Green Space table to Ray Lewis – Complete.

1. **To consider response received from the Old School Farm site landowner**

The Chairman shared his screen and provided details regarding the response received along with a map showing other areas of land within the landowner’s possession that he had asked to possibly be included within the Neighbourhood Plan.

Cllr Cooke stated if the landowner had suggested that moving the farm could prove costly then development may not take place on this site and asked how the Committee could agree to leave this this policy within the draft plan. The Chairman confirmed the landowner had stated he was happy for this policy to remain within the Neighbourhood Plan despite these comments being made and he had not removed this land from the SHEELA. He also confirmed at the meeting held with Andrea McMillan and Chris Bowden it had been confirmed that ESC would be happy for the Neighbourhood Plan to be submitted with just the one site for development as there is no other land suitable.

Further to discussion, it was **RESOLVED** the Chairman would respond to the landowner to confirm that the other parcels of land requested to be included within the draft plan were unsuitable and therefore would not be included but going forward when reviews of the adopted plan are carried out these sites may be able to be looked at again. **Action 63.2 – Chairman to respond to landowner regarding the Old School Farm site.**

Cllr Westover raised concerns regarding the policy within the draft plan for this site and stated the supporting text required amendment due to comments made regarding access. Ray Lewis suggested this matter could be discussed under item 10.

1. **Suffolk County Council: Help Shape Guidance for New Housing Developments**

**in Suffolk – To consider correspondence received**

 The Chairman shared his screen to display the consultation document received. He

 stated the Planning Committee may have a view in respect of this consultation. The

 Chairman asked if the Neighbourhood Plan Committee should respond to this

 consultation or whether a joint response with the Planning Committee should be sent. It

 was agreed the Chairman, Cllr Westover and Ray Lewis would look into this consultation

 and the Clerk would ask the Planning Committee if they were intending to respond to this

 consultation. **Action 63.3 – Chairman, Cllr Westover and Ray Lewis to look into**

 **responding to the SCC Help Shape Guidance for New Housing Developments in**

 **Suffolk consultation and the Clerk to ask the Planning Committee if they were**

 **intending to respond.**

Cllr Westover asked who would be responding to ESC’s Historic Environment

 Consultation and it was agreed this would also be looked at by the Chairman, Cllr

 Westover and Ray Lewis and the Clerk would ask the Planning Committee if they were

 intending to respond to this consultation. **Action 63.4 – Chairman, Cllr Westover and**

 **Ray Lewis to look into responding to ESC’s Historic Environment Consultation**

 **and the Clerk to ask the Planning Committee if they were intending to respond.**

1. **NP progress and next steps**

 **a) To consider comments received from ESC Neighbourhood Planning Policy**

 **Officer and amendments required to the Neighbourhood Plan**

The Chairman reported himself and Ray Lewis had been through all the comments

 received and had updated the draft plan to take these into account. He stated they

 thought an amendment may be required to Policy WICK1 to include comments relating

 to Housing Density. It was **RESOLVED** this policy would be amended to include

 comments regarding Housing Density as per that within the SHEELA. **Action 63.5 –**

 **Chairman to clarify amended comments within Policy WICK1 with Andrea**

 **McMillan.** Arthur Stansfield stated this approach could encourage more larger

 homes and create less open green spaces within developments which is important. Cllr

 Westover stated that all open green spaces on developments should not be managed or

 owned by the residents and access to all should be permitted. **Action 63.6 – Chairman**

 **to circulate updated copy of the draft Neighbourhood Plan to all members**

 **including a copy of the comments received from Andrea McMillan.**

 Ray Lewis stated as per Cllr Westover’s earlier comments amendments were required to

 the supporting text with regards to access regarding Policy WICK12. It was **RESOLVED**

 the supporting text for this policy would be amended. **Action 63.7 – Chairman and Ray**

 **Lewis to amend the supporting text for Policy WICK12.**

 The Chairman recommended that once the Neighbourhood Plan was complete the

 Parish Council should consider continuing their subscription to Parish Online as this was

 a particularly useful tool.

 **b) Consultation Statement (update)**

The Chairman reported this was still work in progress.

 **c) Habitats Regulation Assessment (update)**

The Chairman confirmed now that confirmation had been received from the landowner at

 the Old School Farm site stating this site could remain within the draft plan Andrea

 McMillan, ESC could now continue with this work.He also stated he would contact Chris

 Bowden to ask him to amend the drawings within the plan. **Action 63.8 – Chairman to**

 **contact Chris Bowden to ask him to amend the drawings within the plan.**

1. **Review of Schedule**

Ray Lewis confirmed this needed to be updated. **Action 63.9 – Chairman and Ray Lewis to update version 3.9 of the Schedule and circulate to all members.**

1. **Budget update**

The Clerk gave details regarding the budget update and confirmed now that Chris Bowden’s, Navigus Planning estimated final costs had been received she felt the Committee would have adequate funds to complete the plan once the final funding had been received from Locality. **Action 63.10 – Clerk to apply for final funding from Locality.**

The Chairman confirmed the Neighbourhood Plan website would be moving over to the WMP website and this would incur an annual cost of £55.00 to the Parish Council. The Chairman thanked George Herring for hosting the Neighbourhood Plan website for free over the past 5 years. **Action 63.11 – Ray Lewis and George Hering to arrange moving the NP website onto the WMP site.**

Cllr Westover asked if George Hering is asked to compile a flyer to advertise the next Public Open Day would he charge for this work. George Hering advised he was happy to take on this work and it would be outsourced through his company Ibis Marketing and confirmed this would result in a charge.

1. **Matters of report and items for the next meeting**

Cllr Westover stated further to the recent correspondence received she felt that WM Youth Football club should invited to attend a future meeting of the Parish Council to discuss the provision of pitches. She asked the Committee if they felt within the draft plan they had included adequate details in respect of additional sports provision. The Chairman stated he was confident enough details for sports provision had been included within the plan.

1. **Date of next meetings**

The next meetings of the Neighbourhood Plan Committee will be held on Tuesday

9 Feb and Tuesday 9 Mar 2021.

The Chairman formally closed the meeting at 8:40pm

 Signed:…………………………………………………. Dated:…………….………………..