**Minutes of the 61st Neighbourhood Plan Committee Meeting held virtually on**

**Tuesday 3rd November 2020 at 7:00pm via Zoom**

 **Present:**

 Cllr Dick Jenkinson (Chairman)

Ray Lewis George Hering Roger Theobald Cllr Anne Westover

Cllr Robin Cooke Cllr Sonya Exton

Arthur Stansfield

Officer in attendance: Jo Peters, Parish Clerk. Cllrs French & Horsnell were 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**

Nothing to report.

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 13th October 2020**

These were proposed for **Approval** by Cllr Westover, Seconded by Cllr Cooke. 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**

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

as follows:-

60.1 – Chairman to schedule meeting with Sunila Osbourne and Andrea McMillan – Outstanding.

60.2 – Cllr Westover to circulate comments regarding the proposals from East Coast Planning for the former Simons Cross Allotment site – Completed 3 Nov 20. It was agreed Committee members would review these comments in order so the Parish Clerk could forward these comments onto Martin Price. **Action: 61.1 Committee members would review Cllr Westover’s comments on former Simons Cross Allotment site.**

60.3 – Cllr Westover to send suggested amendments to Cllr Sanders in respect of the response to Planning Application DC/20/3264/FUL – Pettistree Site – Completed 14 Oct 20. Cllr Westover raised concerns that some of the comments sent were not included within the final response compiled by the Planning Committee.

60.4 – Chairman to send response to Landowner regarding Jubilee/Low Farm proposals – Completed 17 Oct 20.

60.5 – Ray Lewis to update Neighbourhood Plan taking into account policies within the newly Adopted ESC Local Plan – Completed 2 Nov 20.

60.6 – Chairman to provide Ray Lewis with Chairman’s Update for the website –

Completed 18 Oct 20.

60.7 - Parish Clerk to forward draft minutes to Ray Lewis for website – Outstanding. The Parish Clerk apologised for the delay in sending these and confirmed she would do so following this meeting.

Cllr Westover stated the importance of the meeting with Andrea McMillan, ESC and Sunila Osbourne, CAS and urged the Chairman to arrange this.

Cllr Westover reported on the Planning Reform White Paper Consultation and confirmed the Parish Clerk had completed this online on behalf of the Parish Council. She advised she too had completed the questionnaire and stated this was not an easy task to carry out.

1. **Planning Application DC/20/3264/FUL – 134 dwellings in Pettistree, but within**

**the Wickham Market settlement boundary - Update**

The Chairman reported the response compiled by the Planning Committee had been sent. Cllr Westover raised concerns regarding this response and stated she had asked Cllr Sanders for some specific information regarding traffic data and advised she could not understand how this development could bring an additional 450 vehicles per day. She also stated the recommended use of balancing ponds was not included within the response but within the emerging Neighbourhood Plan it clearly states this is how drainage should be dealt with going forward to which she raised concerns. The Parish Clerk confirmed the 450 additional vehicles figure came from Pettistree Parish Council’s response to this planning application.

The Chairman gave details regarding a meeting to be held with Ben Woolnough, ESC regarding CIL allocations in respect of this site. Cllr Westover asked if a pre-meeting would be held prior to this meeting. Cllr French stated he thought it would be a good idea if a pre-meeting was held. The Chairman reported that himself, Cllr Westover, Ray Lewis and George Hering had recently met virtually to carry out amendments to the Neighbourhood Plan and at the end of this meeting they had taken the opportunity to consider matters that should be brought up at the meeting with Ben Woolnough.

Concerns were raised regarding this discussion being held without all Committee members being informed. The Chairman shared his screen to display a document in which he had compiled as a result of the outcome of this meeting. Cllr Exton stated she was offended this meeting had gone ahead and felt this list of items to be discussed would be ‘jumping the gun’ if raised at this early stage. Cllr French insisted that going forward all Committee members must be informed of all meetings taking place and the Parish Council must work together. He requested that the Chairman should send this document to all Parish Council members. **Action: 61.2 – Chairman to send list of points to be raised at the meeting with Ben Woolnough to all Councillors.**

The Chairman stated the reason for this meeting taking place ahead of the meeting being held with Ben Woolnough was because not all members of the Neighbourhood Plan Committee were invited to attend. Cllr Westover raised concerns that she was not receiving any feedback from the Planning Committee in respect of this meeting.

Further concerns were raised regarding the document compiled by the Chairman and Cllr Westover suggested that Cllr Exton should arrange a meeting between the Neighbourhood Plan Committee and Planning Committee. Cllr Exton stated she was not willing to organise this meeting and it was suggested by Cllr French that Cllr Westover should liaise with Cllr Sanders. Further to discussion it was agreed Cllr French would liaise with Cllr Sanders regarding matters to be considered at the meeting with Ben Woolnough. **Action 61.3 – Cllr French to liaise with Cllr Sanders to request that Cllr Sanders liaises with the Neighbourhood Plan Committee regarding matters to be considered at the meeting with Ben Woolnough, ESC.**

1. **Old School Farm Site update**

The Chairman reported that Oliver Johnson had confirmed he had not yet liaised with the landowner regarding the future of this site policy. The Chairman stated that as the Landowner had not withdrawn Old School Farm site from the SHEELA it should be considered as still available for development. He advised the Neighbourhood Plan should be submitted for Regulation 16 with this site policy included. Ray Lewis stated he agreed with the Chairman. The Parish Clerk recommended that advice should be sought from Andrea McMillan and Chris Bowden prior to submitting the draft plan for Regulation 16.

Comments were noted from Cllr Westover regarding comments made within the White Paper Planning Reform consultation in respect of the future of Neighbourhood Plans. Cllr Westover recommended the emerging Neighbourhood Plan should be referred to when the Parish Council respond to planning applications.

The Chairman asked for agreement from Committee members to take the draft plan forward with this land included subject to seeking advice from Andrea McMillan and Chris Bowden. There were **No Objections** from Committee members.

1. **NP progress and next steps**

**a) To consider amendments to the Neighbourhood Plan**

Ray Lewis stated he would like to put a copy of the draft Neighbourhood Plan on the website. Cllr Westover raised concerns regarding the Committee rushing to put a copy of the draft plan on the website as she felt it was too soon to publish this document. However, after discussion it was agreed the draft plan would be amended and circulated to all Committee members for comment. **Action 61.4 – Chairman, Ray Lewis and George Hering to meet virtually on 5.11.2020 to consider necessary amendments to the draft plan and circulate to all Committee members with a view to putting a copy on the website by 20 Nov 20.**

The amendments would include a revision of the Transport and Movement section of the Neighbourhood Plan. It was agreed Ray Lewis would carry out amendments to the Local Green Space annex table and the Chairman would update the Non-Designated Heritage Assets annex.

**Action 61.5 - Ray Lewis to carry out amendments to the Local Green Space annex. Action 61.6 - The Chairman to update the Non-Designated Heritage Assets annex. Action 61.7 Chairman to forward new Local Green Space table to Ray Lewis.**

Cllr Westover stated as the Areas to be Protected policy had been deleted from ESC’s

Local Plan it was essential that areas such as the Pightle were included with the draft

Neighbourhood plan under the relevant sections.

The Chairman shared his screen to display the proposed changes to the Traffic &

Movement section and confirmed the main issue concerned public car parking. Within

the Regulation 14 version there was a policy for a public car park, however, since then

the ESC decision to discontinue the £10 parking permits the need had changed

considerably as the Long Stay Car Park now has available parking spaces. Consequently, the policy for a new Public Car park in the Neighbourhood Plan has been removed.

As the need has changed this section should state ‘the best location for a new public car park should be reassessed in the future’. He reported on parking guidance for new developments and provided details regarding work being carried out by EDF Energy.

**b) Consultation Statement update**

The Chairman confirmed he was still working on this document. **Action 61.8 -**

**Chairman to circulate a draft copy of this document by 17.11.2020.**

**c) Habitats Regulation Assessment update**

 The Chairman confirmed he had not received an update from Andrea McMillan, ESC but

 this matter would be discussed at the forthcoming meeting, once scheduled.

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

Ray Lewis recommended the Schedule should be considered at the next meeting. Councillors noted comments made by Cllrs Westover and Exton regarding lack of play space on the proposed Pettistree development. It was agreed a review of the budget should be considered at the next meeting. **Action 61.9 - Clerk to include the Schedule and a review of the budget in the agenda for the next meeting**

1. **Date of next meetings**

The next Neighbourhood Plan Committee meetings will be held on 8th December 2020 and 12th January 2021.

There being no further discussion the Chairman formally closed the meeting at 8:35pm

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