**Minutes of the 62nd Neighbourhood Plan Committee Meeting held virtually on**

**Tuesday 8th December 2020 at 7:00pm via Zoom**

 **Present:**

 Cllr Dick Jenkinson (Chairman)

Ray Lewis George Hering Roger Theobald Cllr Anne Westover

Cllr Robin Cooke 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**

The Chairman reported on the meeting held on 7.12.2020 with EDF/SCC/WMPC SZC WG and some neighbouring Parish Councils and advised during this meeting EDF’s traffic consultants WSP had presented some traffic mitigation proposals for Wickham Market. He advised that the SZC WG were awaiting the link to these proposals including a Powerpoint presentation and comments in respect of these needed to be sent to EDF by 11.1.2021. The Chairman urged all Committee and Parish Council members to view these proposals and feed any comments back to himself.

The Chairman reported on the consultation being carried out by ESC on the Supplementary Planning Guidance regarding the Historic Environment. He reported details in respect of this consultation had been circulated by the Parish Clerk and urged Committee members to feedback any comments in respect of this to the Parish Clerk.

The Chairman reported a planning application had been received by the Parish Council for a property in Church Terrace and he was aware the Planning Committee were minded to recommend approval in respect of this application to which he raised concerns and asked Committee members for their approval for this matter to be considered at this meeting as an additional agenda item. There were **No Objections** to this request. Cllr Westover pointed out the reason why the Neighbourhood Plan Committee should have a view on this application was due to there being a policy within the emerging Neighbourhood Plan which this application should be measured against along with ESC’s Conservation Area policy within their Local Plan. It was **RESOLVED** this matter would be considered after item 12.

1. **To receive apologies for absence**

Apologies were accepted from Cllr Exton.

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 3rd November 2020**

Cllr Westover raised concerns regarding comments made under item 8 and stated she had raised concerns that within the response sent to ESC in respect of the planning application for Pettistree concerns had been raised regarding the use of balancing ponds when within the Neighbourhood Plan policies these were being recommended.

**Action: 62.1 – Parish Clerk to amend draft minutes.** Subject to this minor amendment the draft minuteswere proposed for **Approval** by Ray Lewis, Seconded by Roger Theobald. 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:-

 59.5 - Chairman to complete Consultation Statement and circulate – Outstanding.

61.1 - Chairman to arrange meeting with Andrea McMillan and Sunila Osborne – Meeting held on 1.12.2020.

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

 all Councillors – Complete.

 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 – Not carried out but a pre meeting was held.

 61.4 - Chairman, Ray Lewis & 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 – Meeting held on 5.12.20 and

 amendments were carried out and the latest version was circulated on 23.11.20.

 61.5 - Ray Lewis to carry out amendments to the Local Green Space annex –

 Outstanding.

 61.6 - Chairman to update the Non-Designated Heritage Assets annex – Outstanding.

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

 23.11.20.

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

**the Wickham Market settlement boundary – Update on informal meeting held with Ben Woolnough, ESC**

 The Chairman gave details regarding the meeting held with Ben Woolnough, ESC and

 confirmed the Parish Clerk had circulated notes of this meeting. The Chairman stated if

 this development is granted by ESC the Community Infrastructure Levy (CIL) payment to

 be received by ESC would be around £1.6 million and reported if this development had

 been in Wickham Market rather than Pettistree then just less than £300,000.00 of CIL

 could have been awarded to the Parish Council. He stated as ESC could have around

 £1.6 million in its CIL pot if the development goes ahead in his view Wickham Market

 should bid on this pot towards services and support for the village. The Chairman

 reported that £40,000 had been requested by SCC Highways towards

 improvements by the Post Office and stated some of these works may be able to be

 carried out by EDF. Cllr Westover advised that Sizewell C may not go ahead and

 therefore the Parish Council should be liaising with ESC in order to get as much out of

 this development if it is to go ahead.

 Cllr French stated in the first instance the Parish Council needs to have confirmation if

 this application is to be granted. Cllr Westover stated it would be too late then for the

 Parish Council to have any influence on it. The Chairman stated Ben Woolnough was

 trying to get an idea of what might be required if this application was to be Granted. He

 stated as a result of the meeting held with Ben Woolnough there was an action on him to

 chase the s.278 agreement with SC Highways as Hopkins Homes agreed to carry out

 works to the footways and these had not been carried out to the correct standard. The

 Chairman confirmed the street scene elevations had now been received by the Planning

 Committee in respect of this planning application.

 Cllr Westover stated she felt a re-consultation should be carried out once

 the results of the archaeological dig had been received. The Chairman stated he had

 raised within the meeting with Ben Woolnough that Wickham Market Village Hall could

 be recipient of some CIL funds but could not see reference to this within the notes

 compiled by the Parish Clerk. **Action 62.2 – Parish Clerk to amend the notes to**

 **include reference to these comments.**

1. **Update on meeting held with Andrea McMillan, ESC, Chris Bowden, Navigus**

**Planning and Sunila Osbourne, CAS**

The Chairman confirmed that Sunila Osbourne had attended this meeting to discuss the possibility of carrying out a Housing Needs Survey but unfortunately had to leave the meeting before this matter came up. He confirmed the meeting held with Andrea McMillan and Chris Bowden had proved to be very useful. The Chairman advised at this meeting confirmation had been received from Andrea McMillan that if the land at the Old School Farm site was no longer available to be put forward for development the Neighbourhood Plan could still go ahead with just the one development site being the Simons Cross former allotments as there were no other suitable sites available to which he provided details.

The Parish Clerk stated Andrea McMillan had made the point clearly that if just the one site for development was to be put forward in the draft plan then robust evidence must be provided to prove there were no other sites available. The Chairman stated he felt the Committee could provide the robust evidence required and confirmed he had written again to Oliver Johnson, Clarke & Simpson and he had received a response stating that either himself or the landowner would be providing a response in the near future regarding the land at Old School Farm.

1. **NP progress and next steps**

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

 Ray Lewis confirmed he had been aiming to publish a draft copy of the amended plan on

 the Neighbourhood Plan website but both Andrea McMillan and Chris Bowden had

 advised against this whilst there were some outstanding issues that required

 clarification. He confirmed once these issues had been clarified it was hoped the

 Committee could submit the plan to ESC for Regulation 15 by mid-January 2021.

 Comments by Cllr Westover regarding this matter were also noted by the Committee.

 **b) Consultation Statement (update)**

 The Chairman advised although he had carried out more work to this document he

 needed to clarify some matters and it was agreed he would meet via Zoom with Ray

 Lewis to progress this further. **Action 62.3 – Chairman to meet with Ray Lewis to**

 **progress Consultation Statement.**

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

The Chairman reported that Andrea McMillan, ESC would be completing this once she

 had been informed of the decision in respect of the Old School Farm site.

1. **Budget update**

The Parish Clerk gave details regarding the budget update and asked the Committee if they felt the funds available would be sufficient. The Chairman stated the Committee did plan to have an Open Day once the draft plan had been sent to ESC but due to COVID-19 this would now not be able to be held but the documents would be available for viewing online via the Neighbourhood Plan website.

George Hering suggested that a leaflet drop may necessary to inform residents how they could view the draft plan. It was suggested the Parish Clerk should ask Chris Bowden for an estimate of his final costs. **Action 62.4 – Parish Clerk to request a final cost estimate from Chris Bowden.**

The Chairman reported additional costs may include the printing of a flyer and these could be delivered by hand. The Chairman asked George Hering if he would design a flyer, when necessary. Ray Lewis suggested an online form could be set up for any feedback from local residents. Cllr Westover stated she was concerned if it would be necessary to carry out an online consultation at this stage and suggested it may be better to wait until Regulation 16 before gaining views from members of the public. Following discussion, it was agreed a flyer would not be necessary. The Parish Clerk provided details regarding the stages required including the Regulation 15 checklist and the stages leading up to the Referendum**. Action 62.5 – Parish Clerk to forward the list of future NP stages to all Committee members.**

It was agreed a budget update would be included as an agenda item at the next meeting.

1. **Review of Schedule**

A copy of this has been circulated to all Committee members prior to the meeting. Ray Lewis went through the changes and stated some dates still needed to be added. It was agreed steps 6, 7 & 8 needed to be looked into further as it was felt there could be some steps missing. The Parish Clerk recommended this item should be deferred until the next meeting. **Action 62.6 – Review of Schedule to be included as agenda item at the Committee meeting to be held on 12.1.2021.**

1. **To consider matters relating to the following planning application (additional**

**agenda item added:-**

Planning Ref: DC/20/4498/FUL

Address:10 Church Terrace, Wickham Market

Proposal: Conversion of existing garage to annexe accommodation First floor: Addition of three roof lights to north facing roof. Removal of north facing access door. Addition of one window to west facing wall. Addition of stud wall to divide proposed bedroom from proposed bathroom. Installation of bathroom. Ground floor: Removal of existing garage doors. Addition of three windows to south facing wall. Addition of brick plinth to match existing plinth. Addition of one window to east facing wall. Addition of two windows to west facing wall. Addition of stud wall to divide proposed living room/bedroom/staircase. Addition of a staircase to access first floor.

 The Chairman provided details regarding this planning application and reported on

 previous applications submitted for this property. He stated he felt the planning

 application submitted should not be approved. A planning application to build a garage

 with the ability to turn it into a dwelling was refused by ESC in Jun 16, but the application

 to build a garage alone was approved in Dec 16. The Chairman reported he had been

 informed that the Planning Committee were minded not to object to these proposals and

 asked Committee members if they had any views.

 Ray Lewis stated in his view the decision was down to the Planning Committee. Cllr

 French stated the Planning Committee had looked at the planning application submitted

 and there were no objections from the majority of the Committee.

 George Hering stated Church Terrace was a very well regarded terrace of houses and if

 the District Council approved this application it could devalue this end of the terrace. He

 also advised as the property is within the Conservation Area matters relating to this also

 needed to be taken into consideration.

The Parish Clerk confirmed that Cllr Westover had forwarded an email to herself which she had forwarded onto members of the Planning Committee and she had received responses stating that apart from the view of 1 member that Cllr Westover’s views should not be taken into consideration but she would be welcome to join the Planning Committee.

Cllr Westover stated she felt it was really important that all members of the Parish Council and Neighbourhood Plan Committee were alerted of all planning applications received. She advised there was no point in her joining the Planning Committee if they did not understand the issues surrounding these sort of planning applications. Cllr Westover reported within the Local Plan and in the emerging Neighbourhood Plan development in Conservation Area’s was not supported to which she provided details. She stated if the garage at this property was converted then possibly more garaging would be required in the future. She stated the policies were quite clear and the development must show how it is going to preserve and enhance the character of the Conservation Area and the Planning Committee must be mindful of this and also of the emerging Neighbourhood Plan. Cllr Westover stated policy WICK 7 clearly states that any development must be resisted and especially within garden spaces and this application is going against these and the planning committee’s decision is not in line with what is stated within the emerging Neighbourhood Plan.

Cllr Westover asked that the Planning Committee explained to her why they felt it is suitable for them to recommend approval for this application and how this development would preserve and enhance the character of the Conservation Area. She also stated that in her view the District Council would have serious concerns regarding this planning application. The Chairman advised he agreed with Cllr Westover’s comments and stated the Planning Committee were well aware that a Neighbourhood Plan was being written and they should be taking policies within this into consideration when considering planning applications. The Chairman asked Ray Lewis to forward a copy of the draft Neighbourhood Plan to all members of the Parish Council. **Action 62.7 – Ray Lewis to forward a copy of the draft Neighbourhood Plan to all Parish Council members.**

Cllr French stated in his view residents were able to put in a planning application for their property whether they live within a Conservation Area or not. Cllr Westover reiterated the reasons for concern here was due to the fact that this particular planning application did not comply with WICK 7b within the emerging Neighbourhood Plan and ESC’s Local Plan policy 11.5 and the Planning Committee appeared not to be taking these into consideration.

Arthur Stansfield suggested a covenant could be placed on this dwelling so it cannot be sold on as two dwellings.

Cllr Cooke stated in his view and as the Neighbourhood Plan had not yet been adopted this decision should be left to the Planning Committee who then report to the Parish Council and also stated that decisions should not be made by Case Officers at ESC.

The Chairman stated he was well aware that the Planning Committee had delegated authority to make decisions and then report these to the Parish Council but in respect of this application it was felt by the Neighbourhood Plan Committee that the Planning Committee had acted in contravention of the emerging Neighbourhood Plan and this had caused much concern.

Ray Lewis stated the Planning Committee need to be aware of the Neighbourhood Plan policies and must take these into consideration when making decisions regarding planning applications. Following a brief discussion regarding planning process it was agreed the Chairman would write to Cllr Sanders, Chairman of the Planning Committee in respect of this matter. **Action 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.**

The Chairman thanked Committee members for agreeing to discuss this matter as an additional item.

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

Budget update, Review of Schedule. Cllr Westover reminded Parish Council and Committee members that any documents sent out must be in a PDF format. She also stated that names of ESC members of staff should not be included within the agenda.

1. **Date of next meetings**

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

12 Jan & 9Feb 2021.

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