**Minutes of the 64th Neighbourhood Plan Committee Meeting held virtually on**

**Tuesday 9th February 2021 at 7:00pm via Zoom**

 **Present:**

 Cllr Dick Jenkinson (Chairman)

Ray Lewis George Hering Roger Theobald Cllr Anne Westover

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 the Committee appeared to be making positive progress with the Neighbourhood Plan and confirmed more work had been carried out since the last

meeting. He provided details regarding an email received from Andrea McMillan, ESC and confirmed this would be covered later within the meeting.

1. **To receive apologies for absence**

Apologies were accepted from Cllr Cooke.

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 12th January 2021**

 George Herring asked for the following amendments to be carried out:-

 **Budget update, second paragraph.**

 'The Chairman confirmed the Neighbourhood Plan website would be moving over to the

 WMP shared hosting facility and this would incur an annual cost of £55.00. The

 Chairman thanked George Hering for hosting and supplying other web services without

 charge over the past few years’.

 **Budget update, third paragraph.**

 George Hering advised he was happy to take on this work of design and coordination of

 printing free of charge. Suppliers of print etc would be asked to invoice WMPC directly.

Subject to these amendments the draft minuteswere proposed for **Approval** by Ray

Lewis, Seconded by George Herring. **All in Favour**. Cllr Westover requested that going

forward the word stated was no longer used within the minutes. The Committee agreed

and the Chairman asked the Parish Clerk to amend the draft minutes to this effect. It

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

a true and correct record**. Action 64.1 – Parish Clerk to amend January minutes and**

**circulate to all Committee members.**

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:-

 61.2 – 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 - OBE (Overtaken by events).

 61.3 – Ray Lewis to carry out amendments to the Local Green Space - Completed –

 15.1.2021.

 61.7 – Chairman to circulate a draft copy of the draft Consultation Statement by

 17.11.2020 – Complete – 9.2.2021.

 62.2 - Parish Clerk to amend the notes to include reference to comments made by the

 Chairman in respect of the Village Hall – Complete – 9.2.2021.

 62.7 - Ray Lewis to forward a copy of the draft Neighbourhood Plan to all Parish Council

 Members – Complete.

 63.1 – Parish Clerk to send a copy of the recording of the Planning Committee meeting

 held on 21.12.2020 to Cllr Jenkinson – OBE (Overtaken by events).

 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 Parish Clerk

 to ask the Planning Committee if they were intending to respond – Complete. The Parish

 Clerk confirmed the Planning Committee did not respond separately.

 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 – Cllr Westover confirmed she had requested an extension. The

 Parish Clerk confirmed the Planning Committee did not respond separately.

 63.7 - Chairman and Ray Lewis to amend supporting text for Policy WICK12 – Complete.

 63.8 - Chairman to contact Chris Bowden to ask him to amend the drawings within the

 Plan – Outstanding.

 63.9 - Chairman and Ray Lewis to update version 3.9 of the Schedule and circulate to all

 Members – Complete.

 63.10 - Clerk to apply for final funding from Locality – Outstanding.

 63.11 - Ray Lewis and George Hering to arrange moving the NP website onto the WMP

 Site – Outstanding.

 Ray Lewis suggested the Parish Clerk should look back through some of the earlier

 actions to check these were complete or had been overtaken by events.

1. **SCC Help Shape Guidance for New Housing Developments in Suffolk**

The Chairman confirmed he had responded to this consultation on behalf of the Committee.

1. **ESC’s Historical Environment Consultation**

The Chairman confirmed that Cllr Westover had requested for an extension in order so

 the Committee could respond. It was agreed the Committee would look at the

 consultation and Cllr Westover would respond. Cllr Westover advised she felt a

 separate letter could still be sent even though the consultation period online had expired.

 Cllr Westover recommended that going forward a separate consultations page could be

 set up within the Parish Council’s website and all consultations could be placed within it.

 **10. NP progress and next steps**

 **a) Amendments to draft plan**

The Chairman confirmed that further amendments had been carried out taking Andrea

 McMillan’s comments into consideration. He advised these amendments had been sent

 to Andrea McMillan and she had now responded and provided clarification at length in

 response to some queries made. The Chairman gave details regarding the response

 received from Andrea McMillan and recommendations within it. It was agreed some

 further amendments were required to WICK12. The Chairman reported Andrea McMillan

 had also sent through a Service Level Agreement and requested the Parish Clerk to

 complete and return this to ESC. **Action 64.2 – Parish Clerk to complete Service**

 **Level Agreement and return to Andrea McMillan, ESC.**

The Chairman shared his screen to display the Objectives and Community Actions

 tables. Ray Lewis provided information regarding these tables and confirmed they had

 now been separated out. Cllr Westover asked had WICK14 been taken out completely.

 The Chairman confirmed this policy had been taken out. Cllr Westover suggested there

 should be some supporting text as to why this policy had been taken out. The Chairman

 confirmed he also needed to include this within the Consultation Statement. **Action 64.3**

 **– Chairman to explain why WICK14 had been removed from the Neighbourhood**

 **Plan within the draft Consultation Statement.**

 It was agreed a further work party meeting would be held to take into consideration

 Andrea McMillan’s latest comments. It was agreed this meeting would be held on

 Wednesday 17th February 2021 at 3pm.

 **b) Consultation Statement (update)**

The Chairman reported he had now circulated this document and urged Committee

 members to read and feedback any comments to himself. **Action 64.4 –**

 **Committee members to read the draft Consultation Statement and feedback any**

 **comments to the Chairman.**

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

The Chairman reported Andrea McMillan had reported on the Habitats Regulation

 Assessment within her recent correspondence and had confirmed once the amended

 version of the Neighbourhood Plan had been sent to her the Habitats Regulation

 Assessment would be compiled, and this would take around 8 weeks. The Chairman

 confirmed the Habitats Regulation Assessment was required so the plan could be

 submitted for Regulation 15. Ray Lewis suggested after the work party meeting to be

 held the updated version should be submitted to Andrea McMillan so this work could

 then commence.

1. **Review of Schedule**

A copy of the updated schedule had been circulated to all Committee members. Ray Lewis reported on the changes made and confirmed the later stages of the Neighbourhood Plan had now been included within this document.

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

Ray Lewis asked for an update on the Pettistree development. Cllr Westover confirmed a meeting had been held with Pettistree PC on 21st January 2021 to prepare for ESC’s Committee meeting in which Cllr Ivor French had attended. She advised that she had prepared an Additional Statement which had also been sent to ESC. Cllr Westover reported on ESC’S Committee meeting where this application had been Approved. She advised Hopkins Homes had confirmed they would be willing to liaise with the Parish Council and to this effect a Working Group had been formed to take this matter further.

The Chairman reported a Parish Boundary change may also be considered. Cllr French confirmed an informal meeting was due to be held with Hilary Slater, ESC on 25th February 2021 in order so the Parish Council could be briefed on the process and so a question-and-answer session could be held. He advised that Cllr Jeff Hallett, Chairman, Pettistree PC and Philip Tallent had also been invited to attend this meeting.

1. **Date of next meetings**

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

9th March and Tuesday 13th April 2021.

The Chairman formally closed the meeting at 8:10pm

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