

**Wickhambrook Neighbourhood Plan
Working group meeting
7.00 to 9.00 pm Monday 23 October 2023
NOTES**

1: Attendance:

- Those present: Tracey (Chair), Roger, Tara, Sandra, Emily, Penny, Sue and Richard
- Apologies: Jamie, Di and Maro

2: Minutes of previous meetings

- We agreed the notes from meetings on 30 August, 8 September and 2 October as a fair record and there were no matters arising
- **Richard to send notes from these meetings to Hilary for website**

3: Updates

Hilary has written a piece that will be published in the Parish Pump and The Scene to introduce the Neighbourhood Plan consultation process.

The leaflet announcing the consultation process has gone to print. **Richard to ask Ian to courier the printed leaflets to Roger's house by 29 October ready for Martin to distribute to the entire parish on 29 to 31 October. Richard to confirm with Martin to pick up leaflets from Roger's house.**

Ian will send the proofs of the Draft Neighbourhood Plan to us on 26 or 27 October. **Group members to read through for any final changes and send comments to Richard by 29 October. Richard to consolidate comments and send these to Ian for Monday 30 October ready for printing.**

There will be an Estates Committee meeting on 2 November in case of any need to liaise with the Parish Council over last minute issues.

4: Consultation launch on 4 November 2023

The WI Hall is booked from 9.00 am to 3.00 pm to allow consultation to take place 10.00 am to 2.00 pm on Saturday 4 November.

Amanda will open the hall for us to set up. She is also organising teas, coffees and biscuits. The fish and chip van will be in the car park in case people want to browse the Neighbourhood Plan over lunch.

For set up, we will need tables around the outside of the room for displays, tables for refreshments and café style table and chairs in the middle.

Richard and Roger to put up a couple of banners outside the WI Hall for Saturday morning.

Staffing the day:

- Richard and Roger to set up the hall before 10.00 am and clear after 2.00 pm
- Tara and Sandra with Richard and Roger staffing 9.30 to 11.30 am
- Sue, Penny and Emily staffing 11.30 am to 2.00 pm
- Tracey available 9.30 am to 2.00 pm
- Mike Lavelle also around for the day on behalf of Parish Council
- Di also available – timings to be confirmed

Richard to check with Ian that he is delivering for 4 November:

- **Display posters ready mounted on boards that we can place on tables around the room**
- **paper copies of the Draft Neighbourhood Plan**
- **comments sheets**

Richard to check with Ian numbers of comments sheets and paper copies of full Draft Neighbourhood Plan that we will need.

Richard to bring pens on 4 November 2023.

Hilary to put announcements with details of the day onto social media.

5: Consultation process 4 November to 22 December 2023

We agreed that blank comments sheets should always be available in the phone box – where people will also be posting completed sheets.

Amanda looks after the books in the phone box – will need to ask her to clear a shelf for us.

We agreed the following programme for collecting completed comments sheets from the post box in the phone box:

- **Week beginning 6 November: Richard and Sue**
- **Week beginning 13 November: Roger**
- **Week beginning 20 November: Emily and Penny**
- **Week beginning 27 November: Tracey**
- **Week beginning 4 December: Richard and Sue**
- **Week beginning 11 December: Tracey**
- **Week beginning 18 December: Emily and Penny**

Once collected, please pass completed comments sheets to Tara and Sandra who have agreed to input them into online system.

Mike Lavelle has the key to the post box.

6: Potential for further drop-in events

We agreed the following further opportunities to be present for 'drop-in' discussions with members of the community:

- Parish Council meeting 7.00 pm Thursday 30 November – Open Forum – parishioners able to drop in to ask questions and make comments – Tracey will be in attendance
- Farmers Market Sunday 9.30 am to 12.30 pm Sunday 10 December – we could staff a Neighbourhood Plan drop in table with copies of the Plan and comments sheets available – staffing Tracey, Sue and Richard
- Pop up café lunch Wednesday 13 December in WI Hall – we could staff a Neighbourhood Plan drop in table with copies of the Plan and comments sheets available – staffing Roger, Richard and Sue

7: Any other business

There was none

8: Date and time of next meeting:

**Tuesday 28 November 7.00 to 9.00 pm at Tara's house
St Crispins Nunnery Green**