

Wickhambrook Neighbourhood Plan
Working group meeting
7.00 to 9.00 pm Tuesday 30 August 2023
NOTES

1: Attendance:

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

2: Minutes of previous meetings

- We agreed these as a fair record and there were no matters arising
- **Richard to send notes from 15 August to Hilary for website**

3: Updates

The Parish Council (PC) confirmed that we have received the next phase of grant aid for our WNPWG work.

The revised Site Landscape Appraisal has arrived with our suggested changes – **Richard to circulate to group – all to read for final check and confirm we are content with this version.**

Ian Poole noted our comments on the AECOM Masterplanning Study. Ian has carried out some initial discussions with West Suffolk about our ideas and noted:

- West Suffolk agrees that we could expand uses on the site to include both Class E and Class F2 (see circulated notes on Use Classes)
- Class F2 would allow for community facilities including the possibility of a new health centre
- Class F2 would also allow for a small shop selling local essentials if smaller than 280 sqm and not within 1000 metres of another shop – this would prevent a rival shop to current village store setting up
- NB planning policy allows uses to change within a use class but not between classes
- Ian also talked to West Suffolk about reducing sqm devoted to mixed use on site 4.12a – for example to 450 sqm – West Suffolk suggest writing a draft policy to define aspects of mixed use on the site
- Any mixed use provision on site 4.12a would have to have off road car parking facilities to meet West Suffolk's requirements
- We noted that the reduction in mixed use might open the possibility of locating more houses on site 4.12a – but not beyond the original total of 'up to 40'.

We agreed to defer asking AECOM for revisions to the Masterplanning Study until after further discussions with West Suffolk.

4: Non-designated heritage assets

Sub-group has been working on this list with support from the village historical society. There are now about 50 potential assets on the list.

We noted that when the list is finalised, a standard letter will be sent to all property owners to inform them about non-designated asset status. Property owners will be able to make comments at this stage, but if a property meets the criteria it will remain on the list.

Having properties on this list will help to maintain the character of the village and will inform considerations in planning decisions.

It is important that the draft list includes all potential non-designated heritage assets (it will be difficult to add more sites later) and that the list gives locations by postal address, post code or what3words.

We agreed:

- **Non-designated heritage assets sub-group to complete their work by 8 September; send list to Richard and Tracey; Richard to forward list to Ian as soon as possible; Ian to review draft list with West Suffolk conservation officers.**

5: Report from Ian Poole

Ian set out the following timetable for the next stages of our work on the Neighbourhood Plan:

- **Ian to send initial draft of Neighbourhood Plan policy statements to group by 1 September**
- **Richard to circulate draft policies to group – group to read and offer comments**
- **Group to meet to discuss draft policies on Friday 8 September at 6.30 pm**
- **Group members unable to come to meeting on 8 September to send comments to Richard prior to that meeting**
- **Richard to alert Ian to any urgent concerns by 11 September**
- **Ian to incorporate comments into a fuller draft of the policies and other aspects of the Plan.**

Ian then set out the later stages of work to complete the Neighbourhood Plan:

- Expanded draft of the Neighbourhood Plan to go to the Parish Council on 28 September and simultaneously to WNPWG and West Suffolk for screening
- During October, Ian will prepare a Neighbourhood Plan information leaflet (with comments from WNPWG) to be published and distributed to residents in all homes in the parish at latest one week before public consultation commences – this will explain where and how people can look through the Plan and how they can comment on it
- Ian will also prepare (with comments from WNPWG) display boards for use at face-to-face meetings
- Draft Neighbourhood Plan will then be published on paper and online with paper and online comments forms prepared by Ian and all checked through by WNPWG

- Around end of October, the statutory six weeks public consultation can begin – this will include consulting other bodies including government bodies, neighbouring parish councils and local authorities
- WNPWG to plan a ‘drop-in’ launch event for start of consultation – e.g. 10.00 am to 2.00 pm Saturday 4 November – with teas, coffees, biscuits etc to allow people to look over displays and sit and read plan
- Parish consultation period then runs for six weeks through to mid-December
- WNPWG to set up further venues where parishioners can read through Plan during consultation period and leave comments – e.g. the pub, MSC foyer, the church etc
- We can also provide a library-style service for loaning out paper copies for people to read at home – e.g. via WNPWG and/or Hilary
- Plan and comments form also available online throughout consultation period
- Comments form will include tick boxes and opportunities for written comments
- WNPWG will need to input all paper comments forms into online system – Ian will crunch all the data
- WNPWG could provide a further drop-in or Q and A session towards end of consultation period if considered useful or needed
- We should complete parish consultation by Christmas
- In New Year, Ian will highlight anything in the Plan that needs to change in light of comments from various parties including parishioners
- WNPWG will have opportunities to respond to comments recorded during consultation – Parish Council will see and discuss comments from consultation and WNPWG responses and will approve any proposed changes to the Plan
- Ian will amend Plan in response to agreed changes
- Revised Plan will go to West Suffolk for another six weeks consultation
- Plan then goes to external examiner for around six weeks
- Ian makes final changes to Plan in light of external examiner’s requirements
- West Suffolk will call and organise a referendum on final Neighbourhood Plan – probably not until autumn 2024
- NB if an environmental assessment of site 4.12a is required (e.g. carried out by AECOM) this can add another five to six months to timetable.

Richard to summarise key immediate actions to group as soon as possible.

6: Date and time of next meeting:

We agreed to meet:

6.30 to 8.30 pm Friday 8 September at Boyden End