

Wickhambrook Neighbourhood Plan
Working group meeting
7.00 to 9.00 pm Wednesday 10 May 2023
NOTES

1: Attendance:

- Those present: Tracey (Chair), Ian Poole (consultant), Roger, Penny, Di, Tara, Sandra, Sue and Richard
- Apologies: Jamie, Emily 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 23 March to Hilary for website**

3: Update from the Parish Council

- Tracey reported that the Parish Council is now subscribing to the Community Land Trust Association which will provide more information and guidance about the CLT option
- We noted the date of the Parish Council Annual Meeting on 18 May

4: Neighbourhood Plan timetable for remaining tasks

Ian distributed a 'Step-by-step guide to producing a Neighbourhood Plan' and we noted that we are at the 'Plan preparation' stage. **Ian will now produce a plain version of our Plan as a Word document.** This text will come to WNPWG, the Parish Council and West Suffolk for comment. Once amended in light of comments, the Parish Council will need to make a formal decision to consult on the Plan. Ian will need a month following that decision to produce an illustrated version for publication together with display materials and all the statutory requirements of consultation.

In terms of consultation on the draft Plan around the parish, we noted that:

- we must allow at least six weeks for this consultation process
- We must seek to notify every resident and business in the parish, identifying how they can view and comment on the Plan
- West Suffolk will provide a list of statutory bodies who must be alerted to the consultation
- we must clearly state where the draft Neighbourhood Plan can be accessed (online and in hard copy)
- we must clearly explain how to give comments
- we can plan for a launch event plus a series of 'drop-in' meetings with display versions of the key points
- this is likely to take place in September to October.

After consultation around the parish, Ian will need time to revise the Plan before it goes to West Suffolk (probably in January 2024) for a further period of public consultation. WNPWG will have opportunities to respond to comments raised at this stage.

The Plan will then go to examination by an independent examiner to ensure that the Plan complies with the regulations. WNPWG will need to be ready to respond to queries raised at this stage. Finally West Suffolk will arrange for a referendum in the village. At this point we will need to secure

a simple majority of those people motivated to vote in the referendum on our Neighbourhood Plan. These final stages are likely to take five months so we might aim for the referendum to take place in June 2024.

While all this is taking place, West Suffolk will be working on their Local Plan. A draft Local Plan should be ready for consultation around the end of 2023, with a further opportunity for parishioners to comment on proposals for the site, numbers of houses and mixed use etc.

Our Neighbourhood Plan will then become part of the Local Plan in 2024 and the final Local Plan should be ready for implementation in 2025. We noted that a further round of Local Planning (presumably under new government policies) could be starting up in five or ten years.

5: Landscape Appraisal

Ian reported that he has seen a revised draft of the Landscape Appraisal. He noted that the author had taken on board many of our comments but that the report has to provide an independent and honest assessment of the capacity of the land around the village for development.

As a group, we noted that we did not want a document that appeared to support large-scale development on green field sites around the parish. **Ian agreed to talk with the report's author again and then to release the Appraisal to WNPWG for a further round of comment.**

6: Results of consultation on development proposals for site 4.12a

We thanked everyone who had contributed to the preparation, distribution, data input, displays, discussion and analysis relating to the leaflet and displays on development proposals for site 4.12a. We shared with Ian the key outcomes of the village consultation. **We agreed to summarise the responses for publication on the parish website.**

Ian noted that AECOM has now produced revised development proposals and an explanatory document to accompany the outline plans for development options. **Ian will check through these notes before they come to WNPWG. Ian will also ask for some artists impressions of elevations looking across potential developments on the site from Bunters Road.**

Richard to check with Hilary where WNPWG minutes are located on the parish website and alert interested villagers to their availability.

7: Draft community actions

We noted that responsibilities for Community Action 3 on Traffic Management are shared. **Richard to re-word CA3 as two separate Community Actions:**

- one on highways maintenance setting out responsibilities for landowners and village residents
- one on speed awareness and safety involving the Parish Council's Road Safety Working Group.

We noted that all the material in Community Action 5 on Sustainability will be addressed in policies within the main Neighbourhood Plan. **Richard to omit CA5.**

In relation to Community Action 6 on Historic Assets, we noted that locally important buildings will be identified in the Neighbourhood Plan. The appendices of the Neighbourhood Plan will include a list of listed buildings and other buildings and features of interest. Ian will therefore need a report on the value (historically, architecturally and aesthetically) of various buildings and features of interest around the parish. **Roger agreed to continue to work on this and Ian will send Roger:**

- **a proforma for appraisal of buildings of interest**
- **examples of how these have been listed in other Neighbourhood Plans**
- **a sample letter that WNPWG can provide for owners of buildings of interest to explain what we are doing once the Group has agreed the buildings that should be included.**

We agreed that allotments should be separated out from Community Action 7 on Activities and Opportunities. **Richard to revise CA7 as two separate actions.**

We discussed the possibility of creating a Community Action relating to the creation of a Community Land Trust. **Richard to discuss CLTs with Ian and prepare a possible further Community Action.**

8: Phase two consultation with village

In preparing the Neighbourhood Plan, we noted that we next need to consult with parishioners on:

- visions and objectives (**from Ian**)
- policies (**from Ian**)
- community actions (**Richard to redraft**)

We agreed to prepare and publish feedback from the consultation so far on the development proposals for site 4.12a. We noted a strong need to keep providing clear messages about the process to date and the transparency we have worked to provide. We need to prepare the ground for the launch event and drop-in consultations on the full version of the Neighbourhood Plan.

We therefore agreed that it would be useful to publish further accounts to review our work to date and to prepare for the future – **Tracey will prepare articles for the Scene and Parish Pump.**

We also need to prepare to represent progress to date on the Parish Council stand at the Flower Show on 8 July 2023.

10: Any other business

There was none.

8: Dates and times of future meetings

We need access to the revised Landscape Appraisal and AECOM development proposals before we meet but suggested a meeting date:

7.00 to 9.00 pm on Tuesday 13 June 2023