

Wickhambrook Neighbourhood Plan working group
Full meeting – 7.00 to 9.00 pm Thursday 11 November 2021

NOTES

1: Attendance:

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

2: Minutes of last meeting and matters arising:

- We agreed the minutes of the previous meeting
- We agreed that the minutes of our full meetings should be available on the Neighbourhood Plan website
- **Richard to check through minutes of meetings so far and send to Hilary**

3: Liaison with West Suffolk:

- Richard and Roger reported on the online meeting with planning officers from West Suffolk on 3 November 2021
- We noted that Preferred Options is on schedule for consultation in March to May 2022
- We also noted the potential difficulties of combining the Neighbourhood Plan questionnaire survey with a formal Housing Needs Survey
- **We agreed to continue our work on the Neighbourhood Plan survey while Ian clarifies options with West Suffolk**

4: Timeline for producing Neighbourhood Plan:

- Sue tabled a draft spreadsheet showing key tasks against projected timescales
- Sue invited everyone to suggest further sub-divisions of the tasks listed and/or additional tasks as the need emerges
- **We agreed some key dates – all focused on having data back from questionnaires and interviews ready for the start of Preferred Options in March 2022**

5: Draft of section headings for final Plan:

- We looked at a draft of potential section headings for our Plan based on discussions round the group and on examples from elsewhere
- **We agreed that the Survey and Stakeholder engagement sub-groups should take note of these headings and check that we will have evidence sources for all relevant proposed sections**

6: Survey of views of village residents:

- The survey sub-group reported progress to the meeting
- We look at a further draft of the proposed questionnaire and made comments
- **All members of the group were invited to contribute ideas for refining the survey or for developing further questions**

- **Roger agreed to draft further text for the Introduction**
- **We agreed that we need to gather data on villagers' future housing needs and/or aspirations**
- **We agreed that we should expand and clarify questions on heritage, wildlife and environment**
- **We agreed not to enter respondents in a prize draw**
- **We agreed to invite respondents to provide their details on a voluntary basis**
- **Tracey agreed to work on the formatting of a later draft of the questionnaire after further development**
- **Richard will send Hilary's comments to Jamie in Track Changes and check with Hilary about a licence for the use of Survey Monkey**
- **Richard will check how Survey Monkey manages multiple completions from same source**
- **We agreed to carry out data entry and analysis in pairs or groups**

7: Engagement with stakeholders:

- The stakeholder engagement sub-group reported to the meeting
- We noted developments in the list of stakeholders in various categories and made some revisions
- We noted that our intention is to offer individual interviews to leaders of community facilities, landowners putting forward land for development and major employers and owners of businesses in the village, including farms and stud farms

8: Any other business:

- We discussed publicity
- **We agreed that we will need various forms of publicity: online (social media and website), banners, posters and flyers**
- **Emily agreed to prepare some drafts of text we can use in publicity**
- Jamie has contacts with a signage company in Bury St Edmunds
- We noted that the next Parish Council meeting is on 25 November
- **Tracey offered to take key points from our work to this meeting**

9: Date and time of next meetings:

- **Survey subgroup: 7.00 pm Tuesday 16 November at Tara**
- **Stakeholder subgroup: 7.00 pm Thursday 18 November Clematis Cottage**
- **Next full meeting: 7.00 pm Thursday 9 December at MSC**
- **We agreed that the Pavilion is a good room for full meetings – Richard to book future meetings here with Beverley**
- **We agreed that it would be nice to make tea and coffee available**