

**Wickhambrook Neighbourhood Plan**  
**Working group meeting**  
**7.00 to 9.00 pm Thursday 23 March 2023**  
**NOTES**

**1: Attendance:**

- Those present: Tracey (Chair), 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 6 March to Hilary for website**

**3: Report and updates**

- from the Parish Council, Tracey reported no major developments relevant to us since last meeting
- for the Landscape Appraisal, we thanked Roger for his work collating comments from the group – these comments have now been sent to Ian and we await a second draft of the report

**4: Planning for Phase One consultation with village**

We looked at paper copies of the leaflet – these will be delivered around the village between 28 and 30 April – Smart Survey version available online over same time scale:

- **Roger to liaise with Martin over delivery of paper leaflets**
- paper response sheets to be returned to post box in phone box by 16 April
- collected paper response sheets to go to Tara and Sandra who will input data into Smart Survey (see below)

Collection of paper response sheets (Tracey has the only key):

- **Richard and Sue from 30 March to 7 April**
- **Tracey from 7 to 10 April**
- **Sandra from 10 to 16 April**
- Roger and Di can help if required

Hilary is preparing a mini-video to mimic content of leaflet – this will go onto social media and village website etc to prompt people to respond.

Ian is preparing a display version of the leaflet for us to use at pop-up events – **Richard to liaise with Ian.**

We agreed a series of ‘pop-up’ events at suitable occasions around the village (see separate paper):

- **Richard to send list of dates to Hilary for publication on social media and website etc**
- **Richard and Sue to draft a sheet of responses to likely FAQs to for use by people staffing pop-ups**

We agreed to put the Neighbourhood Plan banners up on the same corners as last time (URC, Boyden End, PC notice board) to alert people to activity:

- **Roger to check with owners of URC that they are happy for one to go there**
- **Richard and Roger to put banners up**

We can also pin copies of the leaflet up in places to catch people's attention – maybe:

- Health Centre
- PC noticeboard
- pub
- MSC foyer
- in phone box and/or on post box
- **Richard and Roger to check and arrange**

Analysis of data from leaflet etc:

- **Tara and Sandra to input responses from paper returns into Smart Survey**
- **Tracey to prep spreadsheets**
- **Richard to collate an overview of data, including comments**

### **5: Planning for Phase Two consultation with village**

With Ian, we will need to plan a series of face-to-face events to present the Neighbourhood Plan in draft and then final versions to the village. It would be good to have Ian along to a WNPWG meeting soon to hear the outcomes from Phase One consultation and to plan Phase Two.

**Richard to check time available with Ian and propose a shared meeting.**

### **6: Update on actions from previous meetings**

We noted that Roger is working on the register of buildings/features of interest around the parish.

**Richard to ask Ian about timescales for remaining tasks in setting up the Neighbourhood Plan** – for example:

- availability of draft Neighbourhood Plan
- formal consultation on final Neighbourhood Plan and referendum
- further material Ian needs from us
- potential urgency of future WNPWG meetings

### **7: Any other business**

There was none.

### **8: Dates and times of future meetings**

We agreed to set the next meeting date over email but 20 April and 9, 10 or 11 May look like possible dates.