

Wickhambrook Neighbourhood Plan working group
Extra meeting to plan village consultation – 7.00 to 9.00 pm Monday 23 May 2022
NOTES

1: Attendance:

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

2: We confirmed the following timescale for activities:

- Sunday 5 June Jubilee Picnic 1.00 to 4.00 pm MSC field
- Monday 6 June Neighbourhood Plan meeting 7.00 pm Pavilion Room
- Thursday 23 June Neighbourhood Plan meeting 7.00 pm Pavilion Room
- Thursday 7 July Parish Council meeting 7.00 pm (??) MSC
- Saturday 9 July Community Day 2.00 to 5.00 pm MSC
- **Sue to update time planner**

3: Preparations for Jubilee Picnic:

- The Parish Council has a gazebo, display boards and tables all stored in the chapel
- Roger and Richard to check these items – chapel key is with Mike Lavelle
- We agreed to locate the gazebo near the WI hall where people will come for teas etc
- We agreed final changes to the consultation materials
- **Richard to finalise consultation posters etc and arrange for printing**
- **Richard to prepare a 'fact sheet' to support responses to potential questions**
- **Richard to ensure we have pins and pens**
- **Tara Sandra Jamie Richard and Sue offered to help put equipment up on Sunday morning**
- **Roger, Sue, Richard and Tracey can staff the gazebo for parts of the afternoon**
- **Richard to email for volunteers to cover remainder of afternoon and to help take everything down at the end of the day**

4: Publicity

- We agreed to use the banners again in advance of the July events
- We can put one banner across the top of the gazebo to draw people in
- We will publicise the Picnic consultation online (Facebook and website)
- Richard to draft an announcement for online

5: Preparations for online consultation

- After the picnic we can put all the consultations materials online so they are available from 6 to 23 June
- **Richard to prep the consultation papers for online use**
- **Tracey to research use of Survey Monkey in place of written responses to questions**
- We can put links and prompts on Facebook – we can 'share' these prompts
- We agreed not to offer response routes through email and not to produce further consultation opportunities on paper

6: Future meetings

- On 6 June we will look at responses from 5 June picnic and interviews, review the timeline and confirm remaining tasks
- On 23 June we will review the online consultation, finalise our recommendations and prepare for the Parish Council and Community Engagement Day
- On 7 July we will make our recommendation to the Parish Council and set out further activities for Neighbourhood Plan group (**Tracey to check protocols with Hilary; Richard to talk to Ian and invite him to this meeting if required?**)
- On 9 July we will attend the Community Engagement Day 2.00 to 5.00 pm, be part of the Parish Council display, offer an update on work of Neighbourhood Plan group, share our recommendation and remind people to give views as part of the Preferred Options consultation open until 26 July