

Wickhambrook Neighbourhood Plan working group
Full meeting – 7.00 to 9.00 pm Thursday 3 March 2022
NOTES

NB Dates in these notes were changed after the meeting to take account of new circumstances.

1: Attendance:

- Those present: Tracey (Chair), Sandy, Margaret, Tara, Sandra, Sue, Penny, Richard and Roger
- Apologies: Di, Emily, Maro, Jamie and Sam
- New member: We agreed, in his absence, to welcome Sam Sykes to the working group

2: Minutes of last meeting and matters arising:

- We agreed the minutes of the previous meeting
- There were no matters arising

3: Report from the Parish Council:

- The PC helped to push the completion of questionnaires
- We noted that we will need to return any of the 21 to 22 grant we have not spent – **Richard to prompt Ian to work with Hilary to ensure we spend what we legitimately can**
- **Richard also to prompt Ian to work with Hilary on grant applications for 22 to 23 and to check if we need to apply now for technical support in 22 to 23**

4: Publicity and information sharing:

- **Sandy to check with Steve – what is the deadline for copy for the next issue of The Scene**
- **Roger to draft text for the next issue of The Scene** – this can cover, for example:
- Thanks to everyone who completed a questionnaire; brief report on numbers of questionnaires submitted; interviews taking place; flagging up reporting of findings and further consultation in the summer
- On social media we should: thank everyone who completed a questionnaire; thank Emily for the artwork; note that the deadline for paper submissions is passed but the online questionnaire may be open **until 11 March**
- We should now pick up any left-over flyers from the shop etc; take down the posters; and take down the banners to store until next time
- Future publicity: what we did this time seemed to work well – we should use a similar combination of strategies for future publicity

5: Questionnaire to collect views of village residents:

- Richard reported on the total number of questionnaires submitted at this point
- We expressed our satisfaction with how this strand of data gathering has worked
- Tara and Sandra gave a verbal summary of key points from the data they had entered from the paper responses

6: Interviews with stakeholders:

- We shared news about the interviews conducted so far
- We looked through the spreadsheet of interviews we still want to schedule and agreed some combinations of interviewer and note taker pairs
- **Richard to send out the full set of interview materials to all those involved with interviews, including Roger, Jamie, Penny, Margaret, Di and Sandy**

7: Next steps:

- Richard had spoken to Ian on the phone and gave a report on next steps
- When we close the survey, Ian will produce a summary report so we can see all the data
- The quantitative material will be presented in raw numbers, percentages and charts
- The comments will be listed out in tables for us to analyse
- **Tracey offered to put all the qualitative data into a spreadsheet for us to use**
- We can analyse the qualitative material in small sub-groups and then discuss key themes in the full group
- We should take the same approach to coding the interview notes
- **Richard to propose qualitative data clusters for sub-groups to work on**
- When we have a good grasp of key findings, we can meet with Ian to discuss them and start the process of drawing policies from our key findings
- Ian advised us to remember that we are not running a popularity contest or a popular vote on specific issues – the purpose of the data gathering from villagers and stakeholders is to inform, in general terms, our thinking about the development of policies in our Neighbourhood Plan
- Ian also advised us to defer thinking about sites until after West Suffolk has informed us of the level of growth that will be proposed for us in the Local Plan at the Preferred Options stage
- West Suffolk may propose sites as well as numbers of houses – but if they do not, we can commission our own technical support, advice and recommendations
- We should know about the next phase of the Local Plan in late March or early April
- Roger reported that Amy Wright had indicated that sites would be identified as ‘preferred’ at the next stage of the Local Plan but that there would also be a call for further sites to be submitted
- **Richard to ask Ian to close the online questionnaire on 11 March**

8: Timeline for producing Neighbourhood Plan:

- Sue circulated an update timeline
- We agreed to fix a date to meet Ian on a Thursday evening when we have moved forward on analysis
- **Richard to ask Ian for a date in mid-May when we could meet with him to discuss findings**

9: Design Code:

- Roger and Richard reported on the visit by AE Com and on receipt of the Character Map and Scoping paper
- We briefly discussed both these items
- **We agreed that all members should send any further comments to Richard over the weekend**
- **Richard to collate comments and send to AE Com on group’s behalf (see attached)**
- **Richard to send the Design Code materials to Ian**

10: Any other business:

- There was no further business

9: Dates and times of next meetings:

- **Next full group meeting: 7.00 to 9.00 pm Thursday 21 April 2022**