

**Wickhambrook Neighbourhood Plan working group
Full meeting – 7.00 to 9.00 pm Thursday 6 January 2022**

NOTES

1: Attendance:

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

2: Minutes of last meeting and matters arising:

- We agreed the minutes of the previous meeting
- **Richard to circulate link to local paper article about village employment options**

3: Timeline for producing Neighbourhood Plan:

- Sue circulated an update timeline which we approved

4: Publicity and information sharing:

- We looked at and approved three items prepared by Emily – a banner, an A4 flyer/poster with detail, an A5 outline flyer
- **Richard to send these to Hilary for approval at Parish Council**
- We looked at and approved Roger's text for The Scene
- **Tracey to send proposed Scene text to Hilary for Parish Council before it goes to Steve**
- We agreed to make three banners using Emily's design – these will be put up in strategic places around the village to alert villagers at strategic times in the Neighbourhood Plan process and then taken down between milestone events
- **Jamie will approach his contact for banner making and ask for prices**
- We agreed to distribute detailed A4 version of flyer a week before questionnaire goes out – we can also laminate some of these for use as posters
- We can print the less detailed outline version as A5 flyers for people to pick up
- **Richard will ask Hilary where she might go for printing at a reasonable cost – and ask about using the Parish Council contact for distribution**
- **Sandy will talk to Suzi in the shop about having flyers for people to pick up and about acting as a questionnaire collection point**

5: Questionnaire to collect views of village residents:

- We looked at and approved the latest draft of the village questionnaire
- **Tracey and Sandy to take the questionnaire to the Parish Council for approval**
- **Richard to prompt questionnaire group to pilot this latest version**
- **Richard to ask Hilary about black and white printing for questionnaire**
- **Richard to alert Ian to need to finalise as online version of questionnaire**
- **Richard to ask Ian about return of hard copy paper questionnaires – in envelopes? in a post box? etc**
- **Sandy to ask Suzi about using the shop as a questionnaire collection point**

- We agreed to use social media to run a 'countdown' to the deadline for questionnaire returns – 'one week to go', 'three days to go' . . . etc
- Village questionnaire and Housing Needs Survey to be distributed at the same time – with clear instructions about separate return systems for each item
- **Richard to ask Hilary when Housing Needs Survey will be available for distribution – and if she has access to ballot boxes for return of paper questionnaires?**

6: Interviews with stakeholders:

- We looked at the proposed interview schedule and guidance notes for interviewers and note takers
- We agreed revisions to questions 1 and 4.2
- **Richard to revised schedule and prompt stakeholder group to pilot new version of schedule**
- Jamie, Sue, Sandy and Tracey (if she has time) are willing to help with the interviews

7: Parish Council meeting 13 January 2022

- This will be a face-to-face meeting in the Dulcie Smith room at the MSC
- The open session part of the meeting, with Councillor David Roach, will start at 7.00 pm
- **Richard will ask Hilary if there can also be a link for online attendance**

8: Any other business:

- Maro raised the issue of ecological surveys
- We agreed that it will be important to carry out ecological surveys for any sites put forward for potential housing development

9: Dates and times of next meetings:

- **Richard to prompt pilot of questionnaire and convene an online meeting of questionnaire group to finalise arrangements**
- **Richard to prompt pilot of interviews and convene an online meeting of stakeholder group to finalise arrangements**
- **Next meeting of full working group: 7.00 pm Thursday 17 February 2022 – venue to be confirmed**