

Wickhambrook Neighbourhood Plan working group
Full meeting – 7.30 to 9.00 pm Thursday 7 October 2021

NOTES

1: Attendance:

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

2: Reports from actions agreed at previous meeting:

- West Suffolk has approved and registered the entire parish as our 'designated area'
- Hilary has circulated a map of the parish
- Hilary and Ian are working on grant applications, including for a landscape appraisal
- Hilary has drafted content for a Neighbourhood Plan website appearing as a separate page on the Wickhambrook website
- Hilary has provided an email address – **Tracey will look into operating this as a mailbox**
- Ian is proposing a meeting in the week beginning 18 October between himself, Hilary, Tracey and/or Sandy and Richard and/or Roger with Amy Wright who will be our contact officer at West Suffolk
- The Parish Council is planning to invite Councillor David Roach to speak about the Local Plan and it was suggested that members of this group should be invited to attend

3: Communication strategy:

- Tracey recommended making a formal communication strategy for the Neighbourhood Plan showing all our planned actions with methods and dates
- We have the beginnings of a web presence and an email address (see above)
- We also talked about developing a presence on social media, through posters and leaflets, in face-to-face meetings and maybe using banners
- Sandy also noted that we can put announcements into the digital version of The Scene via Steve Thwaite
- **Sue agreed to start developing a sequence of key Neighbourhood Planning tasks to bring as an agenda item to the next meeting**

4: Report from survey sub-group and discussion:

- **The survey sub-group now involves: Jamie, Tracey, Sue, Emily, Richard and Roger**
- Jamie reported back from the sub-group's recent meeting (see Paper 1) – the group has looked at examples of surveys from other areas and arrived at a series of responses
- We agreed that the survey will need a brief introduction to the Neighbourhood Plan process with a rationale for making a Plan in Wickhambrook
- We noted that the survey should be as brief as possible – but will need to cover a number of topics (see below)
- We agreed it would help to include a parish map with the survey
- We noted that it will probably not be possible to integrate a full housing needs assessment into the survey

- However, we agreed that the survey should include a brief section on future housing needs for respondents and family members
- We agreed that the survey should include a section offering opportunities to report on experiences of working from home, being self-employed or running a solo business in the village (but we will contact larger organisations direct – see below)
- Tracey agreed to put the sample surveys into Word so Jamie and Roger can work on them
- We agreed that the survey would probably not be ready for distribution until after Christmas
- We noted that Ian has recommended use of **www.surveymonkey.co.uk** in addition to paper copy
- We noted that Ian has said that there is no rule about whether surveys are completed per household or per person – Ian recommends a per person approach with anyone aged over 16 being eligible to complete a survey if they wish
- If we take a per person approach, we can: ask each household how many paper copies they require; and/or make additional paper copies available from a central location; and/or distribute one paper copy per household and invite additional respondents to complete the survey online
- Ian recommends that paper copies are distributed and collected by hand
- **Sandra, Margaret and Tara agreed to help with distribution and collection and we agreed that we could enlist support with this activity from other villagers**
- **Jamie and Roger agreed to prepare a draft survey for discussion at next survey sub-group meeting on 26 October**

5: Stakeholder engagement:

- **The stakeholder engagement sub-group now involves: Sandy, Di, Margaret, Penny, Richard and Roger**
- We noted that Ian has suggested seeking views from the self-employed, working from home and solo business people through the survey (see above) – but engaging with employers, larger businesses, community facilities, groups etc through direct contact with key figures
- We began compiling a list of stakeholders in this latter category (see Paper 2)
- **Richard and Roger agreed to call a first meeting of this sub-group**

6: Topics for Neighbourhood Plan:

- We looked at a variety of Neighbourhood Plans supplied by Ian
- We discussed topics that we thought the Wickhambrook Plan might address
- **We agreed to develop and confirm these topics at a future meeting in order to ensure that we gather evidence in relation to them**

7: Pattern of future meetings:

- **We agreed that the full meetings of this group should take place regularly at 7.00 pm on the second Thursday of each month**
- We agreed that the bar has better acoustics for meetings than Dulcie Smith
- **We set meetings for 7.00 pm on Thursdays 11 November and 9 December**