

**Wickhambrook Neighbourhood Plan working group**  
**Full meeting – 7.00 to 9.00 pm Thursday 9 December 2021**

**NOTES**

1: Attendance:

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

2: Minutes of last meeting and matters arising:

- We agreed the minutes of the previous meeting

3: Grant application and award:

- We have a grant of £5071.00 to run until April 2022 when we can apply for more.
- We can use this money now for items set out in our application and Hilary will manage the budget for us.
- We should obtain three quotes for work from outside consultants etc.

4: Timeline for producing Neighbourhood Plan:

- Sue circulated an update timeline which we approved.
- The Annual Parish Meeting will be on Saturday 9 April 2022 – we can provide an update on progress and perhaps a summary of preliminary findings – this should coincide with the Preferred Options phase of the Local Plan.
- We agreed to aim for a full consultation day on the findings from interviews and questionnaires and drafts of objectives and policies in summer 2022.

5: Publicity and information sharing:

- Emily introduced her ideas for publicity and suggested everything we produce should be 'branded' with her proposed logo and with consistent colours and fonts etc.
- We agreed to develop generic banners that we can use repeatedly throughout the Neighbourhood Plan project.
- We will then need flyers and posters that we can change and update for each phase of activity (the questionnaire, the Annual Parish meeting, the consultation day etc).
- We agreed to use the logo in black and white on the cover of the questionnaire instead of the photos.
- Online materials should also use our branding.
- **Emily agreed to draft graphics for a banner and outline templates for a flyer in A5 and a poster in A4 – by 15 December.**
- **Richard will send the publicity drafts to Ian for checking.**
- **Richard will ask Jamie to get in touch with his banner contacts.**
- We require updated copy for the website, The Scene (to editor for mid-January) and flyers etc – this can be based on the current website, the introduction to the questionnaire and Roger's additional work introducing the Plan.

- **Roger agreed to draft one A4 side of material by 17 December that can be used to introduce the Neighbourhood Plan project and the interview and questionnaire surveys.**
- We need to decide how many materials of each kind we need to print.
- Banners will be located at strategic points around the village; posters can be tacked up on noticeboards; flyers can be available to pick up in centres of activity around the village.
- **We also agreed that volunteers should deliver flyers to houses around the village.**

#### 6: Draft of section headings for final Plan:

- Ian Poole broadly endorsed these ideas – some headings common to most Neighbourhood Plans – some specific to our village.
- Ian said that ‘community aspirations’ will probably appear as sub-headings in other sections and that the ‘infrastructure’ and ‘society’ headings may be combined.
- He noted that the final Plan will not only reflect the views of village residents but will also reflect local and national policy.
- We noted that Ian will write the final Plan on our behalf – we will need to supply evidence (e.g. from questionnaires, interviews, Parish Council business etc) and recommendations for objectives and policies to build into the Plan.

#### 7: Survey of views of village residents:

- We discussed responses from Ian Poole and Maro and agreed to pass these views on to the survey sub-group so they can make changes.
- The survey sub-group will need to adapt the questionnaire to work in black and white – in particular the map will need to be adapted and the idea of numbered ‘zones’ introduced (e.g. central, northern, eastern and western zones).
- The group will need to check for overlap with the proposed Housing Needs Survey from Cambridgeshire Acre (see below).
- The group will need to plan piloting procedures.
- **Tracey agreed to work on formatting issues and invite survey sub-group members to a Teams meeting online.**
- **Richard will alert the survey sub-group to the revisions that are needed.**

#### 8: Housing Needs Survey:

- The Parish Council is planning to use Cambridgeshire Acre to carry out a Housing Needs Survey in the village.
- Cambridgeshire Acre will use a standard survey tool that can be distributed at the same time as our Neighbourhood Plan questionnaire.
- Housing Needs Survey responses will be delivered back to Cambridgeshire Acre either in the post or online and they will carry out the analysis – it is not clear how much of this analysis we will see so we need to retain some outline questions on future housing needs in our own questionnaire.
- We need to prepare village residents for filling in both surveys and explain the differences between them.
- Tracey can contact Cambridgeshire Acre if we need to liaise.
- **Richard will circulate the standard Housing Needs Survey tool.**

9: Engagement with stakeholders:

- We noted comments from Ian Poole – and in particular his view that we may want to reduce the number of interviews we carry out.
- In light of the developing COVID scenario, it is most likely that interviews will be carried out online or by telephone.
- We noted that potential interviewees can fill out the questionnaire if they prefer.
- We mandated the stakeholder sub-group to plan piloting procedures and to look again at prioritising candidates for interview.

10: Any other business:

- **Richard will send round his notes of Ian Poole's comments with the minutes.**
- **Tracey will let Richard know which materials are needed by 6 January 2022 for the Parish Council to endorse at their meeting on 13 January 2022.**

9: Date and time of next meetings:

- **Survey subgroup: 7.00 pm Thursday 16 December online via Teams**
- **Stakeholder subgroup: to be arranged by email**
- **Next full meeting: 7.00 pm Thursday 6 January – probably online but Richard to book a room at the MSC in case of need**
- **Parish Council meeting on 13 January 2022 will include a presentation about the Local Plan by Councillor David Roach – members of the Neighbourhood Plan group will be invited to attend.**