

**Wickhambrook Neighbourhood Plan working group**  
**Inaugural meeting – 7.00 to 9.00 pm Thursday 9 September 2021**

**NOTES**

1: Attendance:

- Those present: Tracey (Chair), Richard, Jamie, Margaret, Sandra, Tara, Di, Sue and Ian Poole
- On Zoom: Roger and Maro
- Apologies for absence: Sandy, Penny and Emily
- **We agreed to the open use of email addresses within the group – Richard to check this is OK with those not present**

2: Initial roles and responsibilities – and discussion of future options:

- Tracey and Sandy have agreed to act as Chair and to report actions to the PC
- Richard and Roger to prepare papers and take notes initially
- We should all feel free to volunteer to take on tasks as and when appropriate

3: Confirming availability and use of the Neighbourhood Plans Roadmap (2018)

- Paper copies distributed
- **Richard to send round soft copies to all by email**

4: Decision on designated 'Neighbourhood area' for Plan

- **We agreed to apply for the whole parish to be designated as our Neighbourhood Area**
- **We agreed to use the West Suffolk application form and to include a map – Richard to confirm with Hilary**

5: Discussion of scope, key themes and timeframe of Plan (see Paper 1)

- Ian confirmed that Plan must address housing issues and must comply with Local Plan – all aspects of Plan must also be supported by evidence
- We can develop 'policy streams' beyond this – for example, Plans usually also address natural environment, landscape, historic environment, community facilities – all issues that are covered by planning
- Ian advised that it is useful also to provide design guidelines for new development
- Village likely to want us also to deal with 'community aspirations' – e.g. in relation to transport, traffic, litter, dog fouling etc.
- N.B. best way to secure affordable housing that is reserved for use by villagers and their relatives is via the rural exception site scheme – affordability for local people likely to be a crucial concern in village
- **We agreed to include wider themes in our Plan**
- **To align with the Local Plan, we agreed to a timeframe running to 2040 (from adoption in 2024 or before)**

6: Outline of steps in making a Plan for Wickhambrook – and timescale (see Paper 2)

- Stage 1: awareness raising and community engagement are essential – **Richard to check availability of website and email address etc with Hilary**
- Evidence gathered via survey of residents, stakeholder engagement, landscape appraisal, census data, review of services and facilities etc.
- Stage 2: drafting the Plan – Ian can provide templates for various sections

- Need to ensure village views are reflected – may involve informal processes of consultation (e.g. on preferred sites) – then formal consultation over six week period
- Stage 3: submit to West Suffolk – then most of our work is done
- Independent examination, then referendum of villagers, then plan is made
- Submission should be possible within two years and at no cost to village or PC
- We can ensure independent assessment of suitability of potential building sites via technical support

#### 7: Preparation for initial household survey and publicity (see Paper 3)

- Aim to develop a survey that can be completed in ten to 15 minutes – no more than eight sides
- Ian advised us to combine our survey with a housing needs survey
- Offer online and paper options – paper versions delivered and collected by hand – then we input paper data into online system for one process of analysis
- After initial analysis, can run feedback and member check sessions to ensure views appropriately summarised
- **We appointed a sub-group to work on the survey: Roger, Richard, Sue, Tracey and Jamie**
- **Sandra and Tara offered to work on the distribution and collection of surveys**
- **Richard to ask Penny and/or Emily if they wish to join survey subgroup**
- **Ian to provide examples of previous surveys**

#### 8: Engaging with local stakeholders

- **Richard to circulate initial list of stakeholders – all to add ideas (see Appendix)**
- Engaging with stakeholders likely to require ‘in person’ meetings

#### 9: Grant applications

- Grants can provide up to £10,000; technical support can bring in further £8,000 if we include design guidance and landscape appraisal
- **Ian to liaise with Hilary over grant applications**

#### 10: Decision on need for landscape appraisal:

- **We agreed that a landscape appraisal will enable us to identify the most appropriate and least sensitive sites for potential development**
- We need to obtain quotes for this work before we can apply – **Ian to liaise with Hilary**

#### 11: Any other business – technical support:

- Carry out housing needs survey first as part of survey of villagers’ views –address size of houses needed, affordability levels etc
- Develop design guidance later in process – what kinds of houses are preferred etc
- **Ian to discuss combination of survey of views with housing needs survey with officers at West Suffolk**
- **Ian to send links to examples of completed Neighbourhood Plans for distribution around group**

#### 12: Date and time of next meeting

- We agreed to meet initially once a month at 7.00 pm – aim to establish a regular pattern of meetings
- **Richard to book 7.00 to 9.00 pm on Thursday 7 October at MSC for next meeting**