Neighbourhood Planning Summary Report

Two further meetings of Neighbourhood Planning Working Group (NPWG) have taken place, 9th December & 6th January, in attendance were the volunteers from the Parish and Cllr Thwaite (6th Jan) and Cllr Turner acting as Chair for both meetings

The NPWG now have 2 sub-groups, meeting monthly. There is a subgroup concentrating on the drafting of the Neighbourhood Plan Survey (includes Cllr Turner), the second on the engagement with Key Stake holders identified in the Parish and writing the interview questions to be used. (attended by Cllr Thwaite)

The Grant Application to Locality in the sum of £5071.00 for the current financial year has been approved and paid to the parish council. The request for technical support in respect of design codes has also been approved and initial contact has been made with the support officer.

Progress has been made with West Suffolk (Strategic Housing team) agreeing that the parish council could commission a Housing Needs Survey through Cambs ACRE, who would act as the Data Controller and provide an outline report to West Suffolk of any evidence to support the establishment of a Rural Exception Site (see report **WC.22.01.02**)

Timeline for producing Neighbourhood Plan:

- A timeline has been approved
- Publicity (see **Appendix A**) in advance of the survey will comprise:
 - o 3 banners to be sited throughout the village at a cost of not more than £
 - \circ An A4 flier to be delivered in advance of the questionnaire to each household at a cost of not more than £
 - o A5 leaflet for collection from Shop, Doctor's Surgery and the Pub
 - o Posts for the Website, Parish Pump, The Scene and Facebook.
- The group is aiming for delivery of the Household Questionnaires (see **Appendix B**) (and Housing Needs Survey) on 1st February (costs approved Min. Ref)
- There may be a collection point for the questionnaires
- The Annual Parish Meeting will be on Saturday 9 April 2022 and the NP Working Group will provide an update on progress and perhaps a summary of preliminary findings – this should coincide with the Preferred Options phase of the Local Plan.
- The group is aiming for a full consultation day on the findings from interviews and questionnaires and drafts of objectives and policies in summer 2022.

The NP web pages have been updated with meeting notes, progress on working group, group membership. Any new items for website will also be published to the face-book page.

Recommendation:

Wickhambrook Parish Council to authorise the cost of stationery, publicity materials, delivery costs, and return postage at not more than £2020.00 plus VAT (as set out in Appendix C) to this report.

Costings for return postage of Housing Needs Survey and printing of Survey have been dealt with Separately under report **WPC.22.01.02**.

Cllr Turner

January 2022

between now and then to have their say, so that we can put a coherent case forward on behalf of the Parish.

To become a valid document the final version of the **Neighbourhood Plan** will have to be voted through by residents in a referendum and finally endorsed by the Parish Council. It will then become a valid document that carries real legal weight and which all decision makers will be obliged to consider.

To do all of this we need as many of you as possible to fill in both the Neighbourhood Plan Questionnaire and the Housing Needs Survey forms. Please keep your eye on the Parish website and around the village for further developments, notices and information on how and where to submit information, which will be possible both on paper or online. Please let us know if you are willing to help us in any way. Open Meetings will be organised at critical stages to keep you informed and further information on the main factors that you need to consider will be posted on the website.

The Wickhambrook Neighbourhood Plan Survey Your village
Your voice
Your future

https://wickhambrook.org/neighbourhood-plan/



Wickhambrook Parish Council

Wickhambrook Neighbourhood Plan ...coming soon...

- a questionnaire to allow residents to give their views about development in the village
- a survey to assess the need for affordable housing for local people

Please complete both and make your views known

This is your chance to influence the planning and development of the area in which we live, work and love

Your village
Your voice
Your future

https://wickhambrook.org/neighbourhoodplan/



Wickhambrook Parish Council

The Wickhambrook Neighbourhood Plan – coming soon...

West Suffolk Council published a Local Plan in September 2020 that laid out a procedure for estimating how much development will occur in Wickhambrook Parish up until 2040. In the next phase, their 'Preferred Options' for potential sites will be chosen. In response, Wickhambrook Parish Council has formed a Working Party of residents and councillors to develop a Neighbourhood Plan – one that reflects how you would like to see Wickhambrook grow over time.

As your first opportunity to influence the Neighbourhood Plan, you will be invited to complete a Questionnaire and give your views about housing and other development that will influence the village over the next 20 years. You will also be asked to fill in a Housing Needs Survey. This is concerned specifically with the provision of small numbers of affordable homes, solely for people living in the village and their families. Please complete both these items. The Neighbourhood Plan working group will also be setting up interviews with key stakeholders to get their views. All three processes will run in parallel with and inform the West Suffolk Local Plan.

Without a Neighbourhood Plan, we will have little control over any development that takes place. We need as many of you as possible to fill in both the Neighbourhood Plan Questionnaire and the Housing Needs Survey forms. Make sure you have your say about the future of your village.



https://wickhambrook.org/neighbourhood-plan/



Wickhambrook Parish Council



Dear Wickhambrook Residents

This is an advanced warning of events very important to Wickhambrook that will happen in 2022. As you probably know, West Suffolk Council published a Local Plan in September 2020 that laid out a procedure for estimating how much development will occur in Wickhambrook Parish up until 2040. The next phase is where potential sites will be chosen. In response, Wickhambrook Parish Council has formed a working group of residents and councillors to develop a Neighbourhood Plan, one that reflects how you would like to see Wickhambrook develop over the above time span.

A **Neighbourhood Plan** is a way for local people to influence the planning and development of the area in

which they live and work. It will allow us to, for example:

- develop a shared vision and sense of ownership for our village
- choose where new homes and other development should be built
- influence how much housing (plots and numbers) we think should be built, and of what type
- identify and protect important local green spaces and heritage related assets.

As your first opportunity to influence the **Neighbourhood Plan**, you will be invited to complete a questionnaire early in 2022 and give your views about housing and other development in the village for the years ahead. You will also be asked to fill in a **Housing Needs Survey** as well as the **Neighbourhood Plan Questionnaire**. Please complete both of these items. The **Neighbourhood Plan Questionnaire** will influence housing development for the open market in Wickhambrook for the next 20 years. The **Housing Needs Survey**, on the other hand, is concerned specifically with the provision of small numbers of affordable homes, solely for people living in the village and their families. In addition, members of the Neighbourhood Plan working group will be setting up interviews in early 2022 with key stakeholders (people who run farms, businesses and services) to get their views. All three processes will run in parallel with and inform the West Suffolk Local Plan.

Please remember that any changes will not just affect the area within the settlement boundary but will also have an effect on other outlying parts of the Parish and indeed adjacent villages that rely on shared facilities.

Once approved, our plan will have legal force in setting out what development is acceptable and for what reasons. Developers and local authority planners will have to take notice of it. Without a Neighbourhood Plan, we will have little control over any development and associated change that takes place. Already, more than ten sites have been put forward for consideration and West Suffolk planners will let us know what their preferred options are in March 2022. Thus, it is important that everybody has a chance

Wickhambrook Neighbourhood Plan interview schedule

Questions for stakeholders

Pre-interview:

Initial contact - by phone or email?

- Information about the Neighbourhood Plan
- Introduction to the working group
- Invitation to interview time and place at convenience of interviewee
- Offer questionnaire as an alternative contribution?

Introduction to interview:

Introduction at start of interview:

- The purpose of this interview is to gather your views about development in Wickhambrook so we can incorporate them into the Neighbourhood Plan
- This interview should last no more than 30 minutes
- We are talking in this way to as many key stakeholders in the village as we can – landowners, employers, business people, farmers etc – and we are sending out a questionnaire to all residents
- Our position as a working group in this process is impartial we are simply trying to gather and report the views and perspectives of people in the village
- We will not use your name in reporting our findings, but it will unrealistic in a small village for us to try to guarantee your anonymity
- Please be as frank and forthright as you wish but remember that it may become possible for other people to identify your views in future reporting
- We are working in pairs so one of us can ask questions and the other person can take notes
- We will review what you have said at the end of this interview and give you an opportunity to clarify and refine what you want us to record
- After that, we will use the data we gather in reporting but there will be further opportunities to influence drafts of the Plan
- Is this all OK with you?

Questions for all interviewees:

1. Housing development:

- 1.1. The presumption behind Government policy and the Local Plan is that there will be more houses, and more people, in Wickhambrook in the coming 20 years what are the implications for your service/business/property/facilities?
- 1.2. What threats and opportunities does an increase in housing in the village present for your service/business/property/facilities?
- 1.3. Thinking about future housing development in Wickhambrook, what are your hopes and fears?

Supplementary questions and prompts:

- 1.4. How many new houses do you think Wickhambrook could reasonably absorb in the coming ten years?
- 1.5. How important is sustainability? In your view, what should this mean in relation to housing?
- 1.6. In your view, what kinds of new housing does Wickhambrook need?
- 1.7. In your view, what are the most appropriate locations for new housing in Wickhambrook?

Questions for interviewees in specific groups:

2. For those providing services and facilities for the community:

- 2.1. What is your experience of running a service or facility for the community in Wickhambrook?
- 2.2. What impact would further housing development in Wickhambrook (and an increase in village population) have on your service or facilities?
- 2.3. How many more village residents could your service cope with?
- 2.4. What improvements should be made to your service or facilities in order to meet the future needs of a larger population in Wickhambrook more effectively?

3. For business people and employers:

- 3.1. What is your experience of running a business/service in Wickhambrook?
- 3.2. What impact would further housing development in Wickhambrook (and an increase in village population) have on your business?
- 3.3. In your view, how could the village be improved as a context for employment/self-employment/running a business?

4. For farmers:

- 4.1. What impact would further housing development in Wickhambrook (and an increase in village population) have on your farming activities?
- 4.2. What approaches should be used in the management of the agricultural land and green spaces around Wickhambrook for the benefit of future generations of village inhabitants?

5. For landowners:

- 5.1. What impact would housing development on your land have on:
- 5.2. conservation of wildlife, hedgerows and trees etc
- 5.3. views and landscapes
- 5.4. land use and food production
- 5.5. How could these impacts be managed for the benefit of the environment?
- 5.6. What arguments would you put forward in support of the use of your land for further development?

Closing questions and comments for all:

6. Shared vision:

- 6.1. What words would you use to describe Wickhambrook now?
- 6.2. What words do you hope will be used to describe Wickhambrook in 20 years time?

7. And finally:

- 7.1. Is there anything else you want to say about housing development specifically?
- 7.2. Is there anything else you would like to emphasise or add?

Review and member check process:

- My colleague will now summarise our record of the key issues you have raised – please make sure you are content with this record of our conversation
- Read through and clarification
- Thanks share info about next steps and how to contact us

WICKHAMBROOK Neighbourhood Plan Questionnaire

DATE 1st February 2022

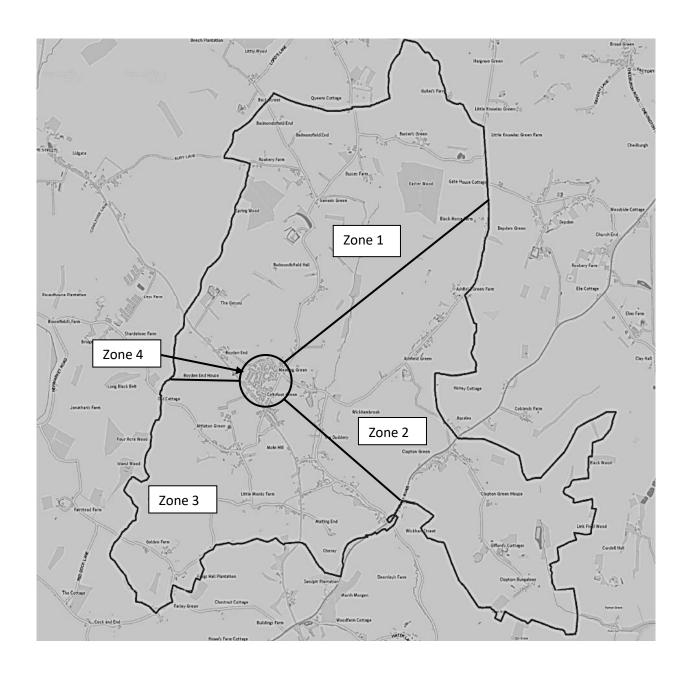
WE ALL HAVE THE OPPORTUNITY TO INFLUENCE THE FUTURE OF DEVELOPMENT IN WICKHAMBROOK

PLEASE COMPLETE THIS QUESTIONNAIRE AND RETURN IT BY

14TH FEBRUARY 2022



Wickhambrook Parish Map



Dear Wickhambrook Resident,

Your Parish Council is putting together a Neighbourhood Plan for Wickhambrook Parish. The results of this Questionnaire will determine the underpinning principles and overall direction of our Plan and so it is very important that you, your family, and your neighbours take this opportunity to make your views known. It is intended that the Neighbourhood Plan will develop alongside and inform West Suffolk's Local Plan to protect what we like best about our community.

What is a Neighbourhood Plan?

A Neighbourhood Plan is a new way for residents to influence the planning and development of the area we live and work in – not only housing, but also those characteristics that make Wickhambrook the neighbourhood it is. Like the Local Plan, the Neighbourhood Plan will apply until 2040 and should allow us to:

- develop a shared vision and sense of ownership for our village
- choose where new homes and other development should be built
- influence how much housing should be built, and of what type
- identify and protect important local green spaces and other treasured features.

Once approved, our Plan will have legal force in setting out what development is acceptable in our Parish and for what reasons. Developers and local authority planners will have to take notice of it. Without a Neighbourhood Plan, we will have little control over any development that takes place and will receive less community funds from those developments.

Who should prepare the Neighbourhood Plan?

In areas where a Parish Council exists, these are the only bodies that can prepare a Neighbourhood Plan. However, these councils will seek to involve all residents, community organisations, businesses, and landowners in this process. In our case, the Wickhambrook Parish Council have appointed a "Neighbourhood Plan Group" consisting of Parish Councillors and volunteers, to engage with the community. We have employed a local Consultant and hope to gain a strong relationship with local planning officers to interact with and guide us through the process.

About Wickhambrook

Here is an outline of some of the principal factors you may want to consider. More detail is available at wickhambrook.org/neighbourhood-plan/.

As you can see from the map on page 2, Wickhambrook is a large village, approximately ten miles across, but it is essentially rural, and a historically significant survival of a Suffolk gathered hamlet and green settlement. It is unique in this country as an ancient settlement, having nine commons, each with separate hamlets. The village contains many listed and old buildings and churches, some noted in the Domesday Book.

We can influence development, not stop it altogether

Wickhambrook currently has a population of about 1000 with about 550 homes. The village has grown by an average of about four homes per year since 2010, or 8% over ten years. Wickhambrook is a Local Service Centre and, according to Rural Vision 2031, is therefore only considered suitable for a "small amount of additional growth". Wickhambrook cannot be insulated from change, **but we can influence the location, appearance, and density of it** in keeping with our history.

Our Neighbourhood Plan must comply with West Suffolk District Council's Local Plan and the government's wider policy of sustainable development (see website).

This means that it is inevitable that some new housing will have to be built in Wickhambrook in the future. Having a Neighbourhood Plan in place will help us ensure that this housing is suitable for the Parish, preserves what we like about it and meets the needs of our area. It will also help us to identify the facilities and services that need to be in place to meet the demands that any new housing will make upon our community.

What a Neighbourhood Plan CANNOT do?

Neighbourhood Plans cannot generally advocate **less** building than has already been decided in the Local Plan or stop building programmes completely. However, it, can influence where development takes place, how the new buildings will look, how they are laid out and other important features like making sure there are green spaces, play areas and good, safe access.

Does a Neighbourhood Plan carry any legal weight?

YES, once a Neighbourhood Plan is in force following a successful referendum, it carries real legal weight. All decision makers will be obliged to consider proposals for developments in our Parish alongside our Neighbourhood Plan.

What to do next

Please complete the Questionnaire as fully as possible to have your say. This should take you between ?? and ?? minutes. Please return your completed questionnaire to us BY 14th February 2022

Everyone **over 16** years old who lives in Wickhambrook is invited to complete the Questionnaire.

The best way to complete the Questionnaire is **ONLINE** by accessing the questionnaire at **www.wickhambrook.org/questionnaire**

Details of the different ways you can return the Questionnaire are given at the end of this document Please return your completed questionnaire to us BY 14th February 2022.

Section 1 Housing

The West Suffolk Local Plan is likely to propose further housing development in Local Service Centres, like Wickhambrook.

1) How many more houses do you think Wic next 20 years?	khambrook	could ac	commodate o	ver the
Less than 10 □	Less than 20	O units		
Less than 50 □	More than 5			
2) What size of housing developments do yo meeting the need for housing in Wickham Large developments (more than 25 houses) Medium developments (10 to 25 houses) Smaller development (fewer than 10 houses) Individual homes and or Infill				
3) What importance do you attach to the fol Wickhambrook in the next 20 years?	lowing reas	sons for n	ew housing in	
		Important	No Opinion	Not important
To enable young people to remain in the communi	ty			
To meet the wider need for more housing				
To enable older people to move to suitable accomi				
To maintain sufficient use of village services and a	menities			
To add to the social mix of the community				
To allow people to self-build				
4) In your opinion what type of housing we development?	ould you li	ke to see	included in a	ny new
		Important	No Opinion	Not important
Affordable homes*				
Homes for rent (for anyone)				
Homes for sale on the open market				
Shared ownership (part mortgage/part rent)				
Sheltered accommodation				
A variety of different kinds of accommodation Other please Specify:				

^{*} This is housing for local people whose needs cannot be met on the open market. Usually provided by a housing association or local authority, it includes homes for rent or shared ownership

	Important	No Opinion	Not
Green spaces		П	import
rotection and enhancement of existing			
latural, historic, and environmental assets.			_
Retaining the integrity and character of the 'greens'	and \square		
voiding their coalescence			
ot overwhelming infrastructure and services			
ransport infrastructure improvements			
ncreased employment opportunities			
lew services			
Conserving listed buildings and their surroundings			
Please tell us which sites and what type of suitable (e.g., housing, commercial, leisure es and types of development	development you t etc.).	hink would be	e most
Please tell us which sites and what type of suitable (e.g., housing, commercial, leisure es and types of development	development you t	hink would be	e most
Please tell us which sites and what type of suitable (e.g., housing, commercial, leisure tes and types of development	development you t	hink would be	e most
Please tell us which sites and what type of suitable (e.g., housing, commercial, leisure es and types of development How important is it that new development landscape, and heritage of the parish?	development you tetc.). should respect the	local characte	e most
suitable (e.g., housing, commercial, leisure tes and types of development How important is it that new development landscape, and heritage of the parish?	should respect the	local characte	e most

No Opinion

Important

□

Not Important

		that you feel should be included in ? Please tick all that apply
Each house should have:		
Garage		
Garden		
Porch		
Traditional materials		
Suffolk style render		
Pitched slate/tile roof		
EV charging points		
Renewable energy		
Off road parking		
Other (please state)		
	remain in your parish, de ave a housing need in th	o you consider that you or a member ne next 5 to 10 years?
Yes	No	Don't know
If 'Yes' to the above, wha	t would you consider is	the main reason for this need?
Current accommodation is to	o expensive	
End of Tenancy	•	
Convenience for work		
Need to live closer to a carer	or to provide care	
Current accommodation is to	o large	
Need to live closer to family		
Current accommodation is to	o small	
Want to leave parental home	e/live independently	
Current accommodation is ur Other – please specify:	nsuitable for physical needs	

Section 2 Infrastructure & Transport

11) Please tell us if you agree or disagree wi	ith this statement:	
We need to improve infrastructure and services (roadrainage etc) in Wickhambrook before any further g	•	supply, sewerage, and
Important □	No Opinion □	Not Important □
12) What improvements in infrastructu Wickhambrook in the coming 20 years? P	-	-
Safe cycle routes Safe pedestrian routes and pathways Better broadband speeds Better mobile phone coverage Improved car parking (e.g. School, health Centre) Charging points for electric cars Better road maintenance Better maintenance of hedges, ditches and culverts Other – please specify:		
13) What improvements in services and con see in Wickhambrook in the coming 20 y	<u>=</u>	=
Extended medical and health facilities Improved child care and educational facilities More shops and hospitality venues More activities and opportunities for young people More leisure and sports facilities More land for play and recreation More allotments for gardeners Social care and activities in the community for older Other – please specify:	people	

14)	What forms of transp	ort do you use mo	st? Please tick all that apply.
Priva	te Vehicle		
Com	mercial Vehicle		
Bicyc	cle		
Walk	ing		
Bus			
Mobi	lity vehicle / wheelchair		
15) Daily	-	ch a bus to anywh	ere from Wickhambrook?
Ofter	n		
Occa Neve	sionally er		
-	ou have mobility issues to get around Wickhai	•	mprovements would make it easier for ecify
16)	maintenance of bette	er footpaths and qu	Plan supporting the creation and liet lanes to make it safer and easier to rish on foot and bicycle?
Impo	ortant	No opinion	Not Important
]		
17)	Wickhambrook parisl	n, please add your	nfrastructure and services in own concise views.

Section 3 Local Economy

18) The Neighbourhood our community. Do y	-	y land for new and growing businesses in
Important	No opinion	Not Important
	-	ould like to see, if any, and why:
	_	urhood Plan facilitates the development of cart-ups, small enterprises, and
Important	No opinion	Not Important
20) If you work in Wickle experience? Please tick		you feel could improve your working
Improved communication sys	stems 🗆	
Meeting space		
Workshops and or office space	ce 🗆	
Coffee shop		
Business clubs/events		
Other (please specify)		
21) If you have any furti please add your own o		the local economy in Wickhambrook parish,

Section 4 & Energy

Section 4 Environment, Green Spaces, Food Production

What are your views about g	reen spaces, agricultural	land and the footpaths	and bridleways
that provide access to them?	?		

that provide access to them?	_		
22) Please tell us how important these statements	Important	Not Important	No Opinion
Our hedgerows and mature trees need to be protected We have plenty of accessible green spaces to walk in and enjoy			
We need more footpaths and bridleways I value the playing fields and use them for walking and recreation			
I value the wildlife and biodiversity in our community Open views across fields and woods are important assets to be protected			
Our community woodlands are an important part of the community and should be extended by planting trees			
Our history and built heritage are very important Our peace and rural quiet are very important			
23) In terms of our environment are any of the fol tick all that apply:	lowing a co	oncern for	you? Please
	Importa	ant Not Importar	No nt Opinion
Light pollution Air quality			
Litter Dog fouling			
Vandalism			
24) Our communities face challenging futures, local important these statements are to you:	ally and glo	bally. Plea	ase tell us hov
important diese statements are to your	Importa	ant Not	No
I am in favour of community developments which harvest	•	Importar	
 energy from natural and renewable sources. Prime agricultural land should be used to produce safe ar secure food. 	nd 🗆		

I am interested in self-sufficiency.		
Any new developments should include water harvesting		
I am in favour of re-wilding & conservation areas		

Section 5 A shared vision for Wickhambrook

-		out living in Wickhambrook parish? Li the most important. Please keep your	_
1			
į	<u>-</u>	oout living in Wickhambrook parish? I g the most important. Please keep yo	<u>-</u>
1			
2			
3			
28)	A rural feel and access to the community identity. Do you co	e countryside is fundamental to our q	juality of life and
]	important No opin	ion Not I	mportant
[ا		
-	What single change would r Wickhambrook parish? Please	most improve your quality of life as a keep your answer concise.	resident of

About You

Please provide us with the following information about you. This will help us to understand the pattern of response. All information you provide will be held securely and in accordance with the Data Protection Act.

Required information			
Age 16-20 □ 21-35 □ 36-50 □	51-65 🗆 (66-75 □ over 7	'5 □
How long have you lived in Wick	hambrook?	years	_ months
Using the zone number on the Pa	arish Plan at	Page 2, in whic	h area of the village do you live?
Zone 1 □ Zone 2 □ Zon	e 3 □	Zone 4 □	
If you work, do you work in Wick	khambrook?	Yes □ No □	
If you work outside of Wickhamb	prook, how fa	ar away is your	place of work?
Under 10 miles □ 10-20 miles □	20-30 mile	es □ over 30 m	iles □
Are you a member/participant in	any of the fo	ollowing? Please	e tick all that apply
WI			
Bowls Club			
Tennis Courts			
School – governor/PTI/helper?			
URC			
Alms Houses Trust			
Methodist Church			
All Saints Church			
Football Club			
Table Tennis			
Badminton			
Scouts/Beavers			
Local History Society			
Horticultural Society			
Baby and Toddlers Group			
Yoga Other places energy	Ц		
Other -please specify			
Do you have any suggestions for	extra clubs	or activities for	any age group in the parish?

Do you participate in any volunteering within the Parish. If so, what do you do?

THANK YOU!

If you have completed the questionnaire online, there is nothing further to do.

If you have filled out a paper version of the questionnaire a volunteer will be calling to collect it or alternatively you can drop it off at the following locations:

Village Shop Greyhound Pub School (Parents Only)

What happens next?

Results and findings from the questionnaires will be published on our website and a feedback event will be held on ****** March 2022, from 4.15pm to 6.45pm at Wickhambrook Village Hall. In addition to the questionnaire, there will be further consultation events to enable you to 'have your say'. Look out for our banners announcing events or email us at: **************for more information.

Appendix C

- 1. Delivery advance publicity £65 plus VAT
- 2. Printing of 600 A4 flyer's @ £90 plus VAT
- 3. Printing of 500 A5 flyers @ £90 plus VAT
- 4. Printing of 3 Banners @ £142 plus VAT
- 5. Printing of Questionnaire @ £408.00 plus VAT
- 6. Stationery, to include
 - a. 750 C4 Manila Envelopes @ £94.68
 - b. 600 C4 polyethylene biodegradable outer envelopes @ £124.50
 - c. Avery labels @ £52.60 per box
 - d. Postage @ 600 x £1.72 £950

Total: £2016.78