



WROUGHTON & WICHELSTOWE PARISH COUNCIL

MEETING NOTES

Neighbourhood Plan (NHP) Working Party

Monday 17th February 2026 1.00pm

Present: Cllr H Woodward (HW)
Cllr D Archer (DA)
Cllr J Hewer (JH)
Steve Harcourt (SH)
Pete Wilcox (PW)
Brian Phillips (BP)
Clerk, Emma Freemantle (EF)

Lee Searles, Pellegram Consultants
<https://www.pellegram.co.uk/who-we-are/>

1. Welcome, Introductions and Apologies.

Cllr H Woodward carried out introductions and apologies.

2. Introduction from Lee Searles

Relationship Between Contractor and Parish

Pellegram (Lee) acts as the contractor to produce written work, draft policies, and complete the final NHP write-up. The extent of consultant involvement depends on how much the Working Party (WP) can contribute. More WP involvement reduces consultant workload. Public engagement remains difficult - residents generally do not wish to engage or be involved.

Current Plan vs Future Plan

The existing NHP contains fewer elements; the updated plan will need to expand.

Proposed process:

1. Conduct a public survey
2. Collate results
3. Draft policies
4. Move to formal consultation stages
5. Aim to keep policies simple and avoid repetition.

3. Planning Considerations

Speculative Development

More housing applications are expected.

NHP can help influence development but cannot fully prevent speculative proposals.

Settlement Boundary / NPPF Context

Under the NPPF, development adjacent to the boundary may still be permissible.

Government is committed to increasing national housing supply, impacting local flexibility.

4. Survey and Timeline

If the parish begins with a survey now, it will take approximately 8 months to reach a full draft plan.

Lee can assist with survey preparation and ensure questions generate meaningful evidence.

Surveys must be both electronic and paper-based.

Ideal timing: include the survey in the summer newsletter.

- April–May cannot be used due to Purdah.

5. Funding

Previous Locality Grant: £10k (covered about 17 consultant days).

Grant no longer available.

Estimated cost now: £12-£15k.

Parish will retain CIL funds for this work.

6. Policy Scope

Aim to maintain **10 policies** to keep the plan focused here are the working parties draft first attempt policies:

- 1) Housing & Development
- 2) Infrastructure and Services
- 3) Transport, Movement & Connectivity
- 4) Village & Local Centre Uses
- 5) Economy & Employment
- 6) Environment, Green Infrastructure & Biodiversity
- 7) Utilities & Digital Connectivity
- 8) Climate Resilience, Flooding & Drainage
- 9) Community Facilities, Recreation & Leisure
- 10) Burial / Cremation Land Provision

7. SEA, HRA & Screening

Previous plan required no SEA.

A new Screening Opinion (including HRA) must be requested from SBC.

SBC may undertake and fund this process.

8. Local Plan Relationship

Need clarity on how unwanted sites in SBC's Local Plan will be handled.

Modification stages:

1. Basic
2. Middle – changes that are not significant
3. Significant – requiring more complex review

9. Project Timeline (Estimated)

- Reg 14 Consultation: minimum 6 weeks
- 1–2 months for adjustments and sign-off
- Submit to SBC
- SBC undertakes 6-week Reg 14 review
- Followed by approx. 3 months processing
- Total duration: ~12 months to completion

Lee will provide:

- A cost breakdown
- A detailed project timeline

He is away next week; parish to contact him on return for next steps.

10. Way Forward for the Working Party

WP lacks some local historical knowledge; Lee has basic but limited familiarity with the parish.

Next step: begin with a survey (summer).

Survey results will inform NHP policies and support the Weir Field business case.

Recommendation: proceed with consulting Pellegrin for fee proposal + timeline.

11. Parish Council Requirements

Clear statement of intent for the NHP.

A policy-based approach with up to 10 targeted policies.

Supporting draft survey questions.

Review of the existing NHP, including:

- Recognising each allocated site
- Providing a summary and clearing the status of each

Explanation of the need to rewrite and update the plan for SBC Local Plan 2026–2036.

Public survey distribution (paper + electronic) via summer newsletter, funded from CIL.

Consultant to pull together Draft Reg 14 document.

Return to public for formal consultation.

Submit final version to SBC.

Note: Survey evidence and NHP feedback will support SBC funding bids for Weir Field.

12. Actions

Send all collected information to Lee Searles.

Provide him with proposed policy headings.

Confirm expectations: scope, objectives, deliverables.

Request production of a survey ready to go live in May, timelines permitting.

Align with SBC's Local Plan dates (2026)

13. Next Meeting Date

TBC