



## Wroughton & Wichelstowe Neighbourhood Plan Meeting

Thursday 25 June 2026 at 1pm

### **AGENDA**

#### **1) Attendee List**

Cllr J Hwer  
Cllr D Archer  
Cllr H Woodward  
Cllr Martin Barrett  
Steve Harcourt  
Brian Phillips  
Emma Freemantle (Clerk)  
Thomas Haworth (Deputy Clerk)

#### **2) Apologies**

Apologies received from Cllr Robbie Easter.

#### **3) To receive and discuss materials from Lee Searles:**

- a) Draft leaflet**
- b) Draft questionnaire**
- c) TH's revised draft leaflet**

TH provided an explanation of the material received from the appointed consultant Lee Searles. The option C, revised version seemed to be the WPs preferred option. All agreed that one side of A5 or A4 (poster style) document is easier to read and more user friendly than the original option A, a folded version of the leaflet.

#### Working Party Comments and suggestions to put forward to action:

- One poster / flyer to advertise the new NHP and what is being asked of the public.
- Poster and flyer to include QR code and link to the parish councils website and survey monkey.
- The Questionnaire – Hard copies AND electronic copies to made available, smaller in size, remove some questions and re shape other questions.

- All agreed the questionnaire and poster can be merged into one leaflet which should then be posted to all households.
- All NOTED that multiple responses should be encouraged from multiple members of the household. One copy per house hold only but additional copies can be completed “on line” or collected from the ECC.
- EF to establish cost differences in printing to A4 as there may be a preference for the public to receive a larger A4 size questionnaire as easier to read.
- All agreed that a map of the parish would be well received, EF suggested that the front of the booklet and back – could contain information that is retained by the reader. The questionnaire should be a “pull out” document and the front / back can be kept by the resident to refer back to.
- The printed map should be the map of the parish which makes it very clear that the NHP seeks comments and completion from ALL residents in the PARISH Boundary. We need to make clear that our parish boundary includes Middle and West Wichelstowe along with the centre of the parish village right through to the outer borders – Alexandra Park, Barbury, Costow Farm area.
- Questionnaire – all noted there were some duplications and tweaks needed. NOTE that Wichelstowe and Wroughton should be consistently combined to reinforce “one parish”. Any reference to the divide of the Wroughton and Wichelstowe to be removed.
- TH to take away existing draft questions and replace them with new ones via email considerations.
- Working Party agreed that a final copy of the leaflet and questionnaire should be available to view and discuss via email, with a sign off at the 20<sup>th</sup> July 2026 Full Council meeting.
- Deadlines for the questionnaire should be mid Sep, suggested by HW proposed deadline of Sunday 20<sup>th</sup> September 2026? *This may be manageable however depending on speed of printing and delivery costs – may also need to be extended.*
  - This allows for approval on 20<sup>th</sup> July
  - Printing by the end of July
  - Delivery early August.
  - 6 weeks of public consultation
  - Deadline now looks to be more so end of Sep rather than mid (TBC).

#### **4) To note the SBC Local Plan Regulation 19 dates – (Cabinet 1 July, Full Council 6 August)**

Working party noted that the updated local plan reg 19 has been published today on line via SBCs website, homes have reduced since the first draft back last September.

<https://ww5.swindon.gov.uk/moderngov/ieListDocuments.aspx?CId=285&MIId=13082&Ver=4>

#### **5) To agree to recommend £20 per month for Survey Monkey subscription for a digital survey**

Yes all agreed to purchase a subscription to cover at least two months – August and September.

**6) To agree to approach Zip-a-round to deliver leaflets up to a max. of £1,000 (4,200 copies of the previous parish newsletter cost £907 for delivery)**

EF to establish costs for the printing of A4 rather than A5, and 4,500 copies so that there are surplus copies to hand out to the public.

**7) Discussion about Conservation Area boundaries and the need for a future sub-committee?**

The WP agreed to amend the questionnaire to suit a question surrounding Heritage and Conservation in the parish and that currently there is no need for a Conservation subcommittee. Once the feedback from residents has been received a further consideration should be given to whether or not the existing conservation area should be expanded and if a further subcommittee is formed at that point later in the NHP process.

**8) Actions for the NHP Working Party**

Review the revised leaflet and questionnaire once received from TH.

Agree on either A5 or A4 size for documentation – costs to be sent back to the WP from parish office.

Assist with the collation of questionnaire results once all are back in end of September.

**9) Recommendations to the parish council**

- a. Agree to the printing costs from the parish councils preferred printing company**
- b. Agree to the postal distribution costs from the parish councils preferred delivery company – additional to be printed up to 4,500.**
- c. Agree to the Survey Monkey subscription for 2-3 months - £20 per month.**

**10) Date and time of next meeting**

Thursday 24<sup>th</sup> Sep 1pm