

## **Neighbourhood Plan – 01.11.2017**

Present – Tessa Stonehouse (Chairman), Nick Laughton (PC), Pam Shelton (PC), John Rowe (PC), Stephen Mann, Richard Courtnell, Adrian Harmer & Penrose Robertson

Also – Mandy Adlington (Parish Clerk)

Apologies – Debra Reay

### **1. Dedicated Clerk**

The job description and job advertisement had been previously circulated. It was agreed these were satisfactory and would be used for the application process. It was suggested a salary of £9.25 per hour and to start off at 4 hours per week but with the option of increasing to 6 hours per week as the work on the NP increases. Mandy Adlington stated this would need to be approved by the Parish Council at the next meeting. If approved, it was agreed that an advertisement would be placed in the village magazine and SALC in the first instance. Mandy Adlington would also confirm with the PC who would interview applicants, it was suggested the NP Chairman, Mandy Adlington and a member of the PC (the employer).

The process would hopefully follow this timescale – advertise by end of November with a closing date of 08.12.17, interviews Friday 15<sup>th</sup> December or Monday 18<sup>th</sup> December – appoint Clerk Wednesday 20<sup>th</sup> December with a start date of 01.01.18. M

Mandy would continue as Clerk until Clerk employed and have a handover period.

**Action – Mandy to discuss with PC at meeting on 08.11.17 and report back to NP Chairman to confirm advertisement.**

### **2. Consultant**

A consultant's brief had been previously distributed. After small alterations the brief was agreed. It was agreed the Tessa would liaise with Debra to contact three or four consultants and invite them to attend an interview to decide which company to use to assist in compiling the plan. It was agreed to sort this as soon as possible. It was agreed that 21<sup>st</sup> November 2017 at 7pm in Ixworth Village Hall.

It was agreed to contact three or four consultants – Ian Poole, Evolution Planning, David Parker & the company Debra had already been speaking with.

**Action – Tessa to liaise with Debra to contact consultants to invite them to an interview and quote for helping prepare plan on 21.11.17. Tessa to report back to NP Working Group if that date unsuitable**

### **3. Brief Description of Each Member of the Working Group**

#### **Tessa Stonehouse (Chairman)**

I have lived in the village on and off for the last 20 years. This is the first village project I have been involved in. My background is in recruitment. My skills are talking to various people, listening and organising.

#### **Nick Laughton**

**I have lived in the village for 47 years.** I am currently on the Parish Council and the Village Hall Management Committee. I have previously been the PC Chairman at the time when the by-pass was built. I am hoping that producing this NP will help the village get the development that is right for this Parish. My background is in building and housing development.

### **Pam Shelton**

I have lived in the village for 29 years. I am also a Parish Councillor. I am involved in many organisations within the village including the Over 60's Club and the Women's Institute. I feel I can bring local knowledge to this Committee and the ability to speak with local organisations I am involved in.

### **John Rowe**

I am a Barrister by profession. I am also a Parish Councillor. I have lived in Ixworth all my life. I am willing to help in any way I can.

### **Richard Courtneil**

I have lived in Ixworth for many years. My background is the RAF where I gained a degree in Aeronautical Engineering. I have previously been the Parish Council Chairman and now sit on the Village Hall Management Committee. I have been involved in many committees over the years and will bring organisational skills to the NP committee.

### **Stephen Mann**

I am sitting on the NP committee to assist in any way I can. I am also the Chairman of the Village Hall Management Committee who are currently looking at various issues around the Village Hall such as possible refurbishment or rebuild. The Committee feel that the plans for the Village Hall ties in with issues that will be included within the NP.

### **Penrose Robertson**

I have only lived in the village for the last few months. I have a background in IT Technology and data bases. I was also involved in helping set up a 'Continuing Care' service at my local GP practice. I am willing to do anything to help.

### **Adrian Harmer**

I also have a background in IT. I previously applied to become a Parish Councillor but was unsuccessful. At the time I also expressed an interest in helping with the NP. I am also willing to help in any way I can.

### **Debra Reay – Not at Meeting**

### **Mandy Adlington**

I am currently the Parish Council Clerk. I have been Clerk since 2008. I will be working with the NP Group until a dedicated Clerk has been employed. After that I will liaise with the NP Clerk and Chairman to assist in any way I can and liaise between the NP Group and the PC.

## **4. Date of the Next Meeting**

As agreed above the date of the next meeting was confirmed as 21<sup>st</sup> November – consultant's interviews.

## **5. Any Other Business**

It was agreed some of the skills needed to assist the working group were;

- Ability to listen
- The ability to talk to various people and organisations
- Ability to organise
- Time management

It was also discussed that at a future meeting, once the areas the NP plan will be looking at have been agreed, each area will be allocated to members of the NP working group.

It was discussed and agreed that Mandy approach the Parish Council and request that the NP Working Group become a committee under the umbrella of the Parish Council thus giving the Group set out terms of reference and the ability to make certain decisions without waiting for the next Parish Council meeting.

**Action – Mandy to liaise with the Parish Council to discuss the implications to the Council of having a Committee. To create a Terms of Reference for the Committee (working group) for the PC to discuss. The item is on the agenda for Wednesday 8<sup>th</sup> November 2017. Mandy is hoping to get all information available for this meeting.**

**Action – email all previous minutes to Penrose and Adrian.**

With no further business the meeting closed at 8.10pm.

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Signed

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Date