

Minutes of Neighbourhood Plan Working Group – 5th December 2017 held at Ixworth Village Hall at 7pm

Present – Tessa Stonehouse, Debra Reay, Nick Laughton (PC), John Rowe (PC), Stephan Mann, Penrose Robertson, Ben Birrell, Dawn Dowds, Adrian Harmer and Pam Shelton
Also; Mandy Adlington (Parish Clerk)

1. Apologies for Absence

None.

2. Approve Terms of Reference for Working Group

The Terms of Reference for the Working Group received from the Parish Council were read to all members of the working group. After a discussion it was agreed to accept the terms and work within them in the future. It was agreed the Chairman and the new NPWG clerk would liaise closely with the Parish Clerk and the Parish Council, so the project can move forward easily with no holdups.

3. Decide Areas NP wish to Cover

A discussion was held, and the following areas were agreed again as a starting place;

- Recreation
- Schooling
- Transport
- Rights of Way
- Health
- Bridge over the By-pass
- Future Developments – housing and industry

Debra felt the group was not sure what stage it was at and maybe needed some sort of briefing with St Edmundsbury Borough Council NP Officer to assist the group. It was agreed to perhaps discuss this with the consultant at the next meeting.

Stephen suggested approaching local landowners if they have any plans for developing their land. However, as suggested by Chris the consultant it may be best not to get involved with designating housing areas.

Penrose showed a leaflet he had obtained from Thaxted that had been produced to give to residents about their NP. After a discussion Penrose stated he would look further into designing producing a leaflet for Ixworth & Ixworth Thorpe.

It was agreed Penrose would try to design for the next meeting and Tessa and Debra would work on the wording to go in it. It was suggested that drop off points around the village for residents to offer their opinions and to help with this there should be tick boxes on the leaflet with a tear off section.

It was suggested contact Ixworth Association to help with delivering the leaflet with the magazine.

Stephen explained to the Working Group members the current situation with the Village Hall Committee.

4. Decide on Members Areas of Interest

It was agreed which area each member of the group would be responsible for;

RECREATION	Stephen
ENVIROMENT	Adrian
SCHOOLING	Dawn & Ben
RIGHTS OF WAY	Pam, Adrian and Tessa
HEALTH	Penrose
TRANSPORT	John
COMMUNICATION	Tessa & NP Clerk
HOUSING	Nick

However, these responsibilities may alter as the project progresses.

5. Discuss Consultant

Tessa agreed she would invite Chris from Navigus to the next meeting for a discussion on how to progress.

6. NP Clerk

Mandy informed the group that three applicants had applied for the post of NP Clerk. Mandy would arrange with Tessa and the Chairman of the Parish Council a date to interview the applicants. Hopefully the Clerk will be in post by the next meeting.

7. Date of the Next Meeting

It was agreed to for Tessa to contact the group with the date of the next meeting once she had spoken to Chris the consultant.

Actions

- Penrose to start on design for a leaflet
- Tessa and Debra to work on wording of leaflet
- Mandy to arrange Clerk interviews
- Tessa to arrange next meeting date

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Signed

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Date