

**Minutes of Neighborhood Plan Working Group Meeting – Tuesday 18<sup>th</sup> September 2018 held at Ixworth Village Hall, Ixworth opened 7.00pm, closed 8.30pm**

**Present** - Debra Reay (Chair), Tessa Stonehouse (V Chair), Stephen Mann (VH), Graeme Norris (PC Troston, Chair), John Rowe (PC), Adrian Harmer, Trina Godfrey, Nick Laughton (PC) Ben Birrell (Late Arrival), Penny Dinwiddy (New Member) also, Alf Percival (NP Clerk)

**1. Approve and Sign Minutes**

NP Chair signed minutes as a true and accurate record of the previous meeting held 07.08.2018

**2. Matters Arising**

Thanks expressed by NP (Chair) for the efficient distribution of the NP leaflet by Alf Percival.

**3. Apologies for Absence**

Received from: Richard Courtneil, Sophia Wilson (PC Ix Thorpe), Ally Balaam (Ix Thorpe)

**4. Chair's Report Update**

- DR (Chair) has held internal meetings with the following members of the NPWG to facilitate progress of the NP, Graeme Norris, Alf Percival, Tessa Stonehouse and Stephen Mann.
- Stephen Mann, owing to increasing demands associated with the Village Hall, will be stepping back from active participation with the NP but will assist whenever practicable if called upon.
- DR (Chair) and Trina Godfrey attended a meeting with Community Action Suffolk (CAS), to discuss a Housing Needs Analysis (HNA), Nick Laughton was unable to attend. The process normally takes 6 months, has a possible start date of January 2019 and (probable cost £3000). To help determine the most relevant future housing development mix. This is a formalised process, managed by CAS, has a proven track record with a 30-40% community response rate, across multiple occupants in a single household and is supported by the Borough Council (BC). CAS also outlined an element of planning legislation that allows for new build properties to be allocated only to buyers with "local" connections, with a min of 20% of the property equity held in trust, which will guarantee future resale only to buyers with "local" connections. A HNA could provide an indication if this planning legislation was relevant in respect of future planning applications. NP needs to decide soon whether to commission a HNA, decline having one, or have another meeting with CAS to ascertain full details of what involved, timing and firm costs.  
John Rowe asked if funds were available to undertake the HNA. DR (Chair) made the NPWG aware that Mandy Adlington (PC Clerk) had reported that the NP working group has £14500 in its account (some of which is allocated) and additional funds could be applied for from March 2019.  
Stephen Mann put forward a proposition that the NP should proceed with a HNA ASAP. It was agreed that Nick Laughton would conduct further enquiries into a HNA  
**(Action)** Nick Laughton, will investigate further and report back to the NP at the next meeting, Nick will also investigate with his contacts at Suffolk Housing Association awareness of the legislation and its practicalities for providing properties to buyers only with "local" connections.
- DR & TS (Chair & V Chair) met with Consultant (Chris Bowden – Navigus Planning) to discuss the Project Plan that was being developed and determine where in relation to this he would be most useful to the NPWG. He provided more "technical" advice about the questionnaire programme. DR (Chair) suggested inviting the Consultant to the next NPWG meeting so that he could advise the group about the areas he would be working on.  
**(Action)** DR (Chair) to invite Consultant to next NPWG meeting  
Details of what was discussed with the Consultant and his responses have been received by the DR (Chair) and will be circulated to group members shortly.  
John Rowe asked that we receive more formal written progress from the Consultant in future.

DR (Chair) confirmed that in future the Consultant would be providing formalised reports providing qualified explanations of his recommendations to specific elements within the Project Plan.

- DR (Chair) is also seeking a presentation from the Parish Council to the NPWG to include:  
Development agendas for the Parish  
Relationships that are being formed  
Infrastructure priorities  
**(Action)** DR (Chair) to invite Parish Council to next NPWG meeting to give a presentation.
- Pigeon Developers requested another meeting with NPWG, their brief did not indicate anything new to discuss from their previous meeting. The view was not to agree to anything at this early stage of the NP project. Any meetings for transparency should be minuted and should not be conducted at the developer's premises. However, the NPWG should maintain a watching brief regarding Pigeon's aspirations to work with the NPWG. Any further meetings are ruled out for now
- DR (Chair) had a meeting with Suffolk Wildlife Trust (NP Environmental interests), to discuss the major environmental and wildlife resources just beyond the Parish boundary and how they might potentially be incorporated within the NP.

## **5. Progress Report and sign off on First Questionnaire**

Focus on: How we will get this out, what the process is, what the time line is.

TS (V Chair) is waiting to hear from CAS (Community Action Suffolk) that they have received the Cheque from the NP. Once received questionnaire will be forwarded for printing and numbering for on-line analysis (**Objective**) to complete this within next 10 working days by, Tuesday 2 October 2018. Additional costs will be incurred for printing and distribution. Notification of the release of the questionnaire will be via the next appropriate issue of the Village Magazine, notification required by end of October for November issue. Distribution, returns and analysis should be completed by end December 2018, notification of results should be provided to the Village Magazine by end December for publication for January 2019 issue, results will also be uploaded to NP section of Village Hall website.

DR (Chair) asked for volunteers from NPWG members with any knowledge of analysing data and Excel spreadsheets to assist TS (V Chair), to make contact to bring expertise and help share the work involved. Final amendments were considered for the First Questionnaire:

John Rowe, asked for Ixworth Thorpe to be equally prominent in the questionnaire when Ixworth was mentioned and highlighted Q3. This addition was unanimously agreed

John Rowe then moved on to Q8. To highlight that the wording implied that a "new Village Hall" was part of the NP and we should not imply such things. Unanimously agreed to amend the wording to "your Village Hall".

Trina Godfrey highlighted Q10, Ben Birrell concurred that this was wordy and expressed an "opinion" from the NP. The TS (V Chair) stated that the Consultant had flagged this point too, and so work would be done prior to release to achieve a better framed question.

## **6. Project Plan (Sept 2018) for discussion, improvement and action**

DR (Chair) presented a review of the current Project Plan to the NPWG, highlighting the formal part of the NP process and how it is governed legally and how the Consultant has and will be involved.

The complete process from inception of an NP to completion takes on average 3 years.

DR (Chair) had discussed a very important aspect of NP, allocation of development sites with the Consultant and the key aspect of Housing Numbers. A report has been received from the Consultant on this subject and the chair will circulate to the NPWG as soon as possible. DR (Chair) also stressed that this information was also likely to inform important future considerations by the Local Parish Council.

**(Action)** DR (Chair) to circulate Navigus report on NP housing numbers to NPWG as soon as possible. John Rowe made the NPWG aware that details of allocated sites could be found on the St Edmundsbury Council web-site under localplan/maps.

## **7. Progress Report Web Presence**

Adrian Harmer highlighted the existing presence of 4 different Ixworth websites (Village Hall, Ixworth Village, Parish Council and Ben Lord inactive site)

The Parish Council site is sacrosanct and would most likely remain totally independent, however, future development of combining the other 3 sites as a single point of reference for all local community needs should get underway ASAP, which may lead to some future amalgamation of all into a single entity.

The current proposal is to host all information about the NP on the Village Hall website but look to commission a web designer to build a new website from what is currently existing, incorporating the existing NP artwork theme to provide the NP pages with their own recognisable identity.

It was proposed to set up a Working Group to formulate a brief on the specification for the above and there was a call for volunteers to form the members of the working group. The following volunteered:

Nick Laughton – Village Website  
Alf Percival – Village Hall Website  
Ben Birrell – Parish Council  
Penny Dinwiddy – NP

**(Action)** Ben Birrell to lead website working group and report back on progress to the next meeting. Stephen Mann was happy to incorporate the NP platform onto the Village Hall website but DR (Chair) would need to formally write to Stephen so that he could formally put it before the VH Board of Trustees. As under the Charity Commission rules the VH is responsible for evaluating if clients are commercial or non-commercial enterprises.

**(Action)** DR (Chair) to make formal request to have NP hosted on VH website

**(Action)** Alf Percival to look at improving NP content on VH website

### **8. Future Meeting Schedule (including date of next meeting)**

A proposition was made to formalise a regular date and interval for the NPWG to meet. It was agreed that future meetings would be held regularly on a 6 weekly basis on a Tuesday evening at 7.00pm at Ixworth Village Hall, any variation on this would be notified well in advance. It was agreed that this arrangement would allow all members of the NPWG to better facilitate regular attendance at future NPWG meetings.

Next regular meeting of the NPWG confirmed as Tuesday 30 October 2018

Last meeting of 2018 Tuesday 11 December 2018

First meeting of 2019 Tuesday 22 January 2019

### **9. Any other Business**

Thanks were expressed from DR (Chair) to all those present for their attendance, valuable input and contributions.

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**Signed, NP Chair – Debra Reay**

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**Date**