

**Minutes of Neighbourhood Plan Working Group – 21<sup>st</sup> November 2017 held at Ixworth Fire Station at 5.30pm**

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

Two Planning Consulting Companies were interviewed and asked various questions by the Working Group.

The Consultants attending were from Planning Direct – Mr Andrew Cann and Navigus – Mr Chris Bowden

After the two interviews a discussion was held and it was agreed to employ Chris Bowden from Navigus.

The Clerk was instructed to inform both companies and the Parish Council of their decision. Nick Laughton stated he would speak with Thurston PC to confirm that Navigus was working with them and if there were any issues of concern before final confirmation of employing Navigus.

**NP Clerk** – Mandy (PC Clerk) confirmed that the PC had agreed to employ a separate Clerk for the NP Working Group (NPWG). The job would be advertised in the Village magazine and also distributed to Sheila (Gt Barton NP Clerk) as she has shown an interest in the vacancy. Mandy would also possibly pass to SALC (Suffolk Association of Local Councils) for them to advertise on their site.

The PC had agreed a salary of £9.25 per hour starting at 4 hours but raising to 6 hours if and when needed for a possible contract of 18 months.

It was agreed the Tessa, Mandy and possibly the PC Chairman would hold the interviews. Hopefully the new Clerk would be appointed by 1<sup>st</sup> January 2018.

**Areas of Interest**

A small discussion was held on which members had an interest in areas that needed to be looked at. It was agreed to finalise this at the next meeting.

**Date of the Next Meeting**

It was agreed to meet next on Tuesday 5<sup>th</sup> December at 7pm in Ixworth village Hall.

**Actions**

- Notify Consultants – Mandy (Clerk)
- Contact Thurston PC – Nick Laughton
- Advertise Clerk Vacancy - Mandy

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Signed

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Date