

**Minutes of Neighborhood Plan Working Group Meeting – Thursday 5<sup>th</sup> July 2018 held at Ixworth Village Hall started 7.00pm ended 8.05pm**

**Present** - Tessa Stonehouse (Chair), Debra Reay, John Rowe (PC), Ally Balaam (Ix Thorpe), Sarah Chandler (Late Arrival), also, Alf Percival (NP Clerk)

**1. Apologies for Absence**

Received from: Nick Laughton, Dawn Wellman, Graeme Norris

**2. Approve and Sign Minutes**

NP Chair raised point of Debra Reay (DR) concern about the “Education” section within the NP. DR asked that any points raised should be considered closed and no action was required. NP Chair signed minutes of previous meeting held 12.06.2018

**3. Welcome to Ally Balaam**

NP Chair introduced Ally Balaam to the NPWG and provided a general overview on the progress of the NP to date. NP Chair also expressed how pleased the NPWG was to welcome another member representing Ixworth Thorpe to work with Sophia Wilson the other representative for Ixworth Thorpe.

The discussion then turned to how to Include Ixworth Thorpe in NP communications? It was decided that any opening references would include the names of both “Ixworth and Ixworth Thorpe”, while later references would refer to “Our Villages”.

Discussion also arose about the NP introductory flyer leaflet concerning what order the finalised sections should appear. It was decided that Sport and Education should receive priority listing.

**4. Review of actions agreed at last NP meeting 12.06.18**

- 1) Sarah Chandler (SC) – production of flyer and publications all going well and relevant amendments have been incorporated following discussions with NP Consultant
- 2) Nick Laughton (NL) will aim to include distribution of the NP brochure and subsequent communications via “The Ixworth Newsletter”. However, the time constraints are too tight to incorporate the flyer at this stage so an alternative means of distribution is needed urgently. Alf Percival (AP) offered to distribute the flyer. The NPWG requested a costed and timed proposal for the distribution that would be quickly considered owing to the urgency of delivery needed by the first week in August.
- 3) NL, will still need to provide an update if the NP Questionnaire can be distributed via the PC (Electoral Roll).
- 4) NP Chair checked with the PC to confirm if Education falls under the NP remit – which it does. The new Primary School proposed adjacent to the Free School would be Council built as the land is already owned by the Council and hence building is highly likely to gain development approval. DR expressed that the NP should be influential in the scope of provision/build specification of the proposed school development.
- 5) All contributors completed their individual sections for the brochure and returned them on time to the NP Chair along with relevant questions for the proposed questionnaire – **Well done to all**. NP Chair will lift these and produce a draft questionnaire. The NP Consultant has offered advice on possible formats, tick boxes etc. As well as recommending a box for open text for comment.

**5. Discussion, suggestions and approval of the copy text for the 2<sup>nd</sup> pamphlet**

Remains under review

## **6. Questionnaire review and additional questions**

Discussion then turned to how the Questionnaire should be formatted?

Should it be rewritten to Yes/No answers?

DR. We need to be able to do a simple analysis of questionnaires returned.

SC. Would be concerned there would not be enough options available to cover all the possibilities.

JR. Need to ask about business development, as historically this has been haphazard.

A possible way of approaching the proposal of a business park - do you agree? Yes/no?

TS. What type of industry?

JR. Light industry covers a very wide variety of prospects!

SC. Need to be rewritten to prove most beneficial

DR. Speed is of the essence – for meet existing timetable of action required

JR. It would really be better to take the time to generate a better questionnaire

SC. Get a questionnaire out there to generate more information for the NP

GENERAL. Ask general questions to garner evidence by using

- A mini questionnaire
- And a full questionnaire

ACTIONS.

- SC. Asked to produce list of own questions for questionnaire/questionnaires
- TS. To ask NP Consultant about what areas he has currently completed
- SC. Has everyone seen the flyer corrections? SC was not happy as felt flyer was too vague
- AP. To seek sample questions for questionnaire from Babergh DC – for example from areas with adopted NP's

## **7. Schedule of future village events/suggested events NP can piggy back with to talk to the residents within the local community**

TS. Felt we had missed the opportunity for most recent events and needed to now focus on a forthcoming event to get the NP message out to the community, needed to organise a "table" at the event.

TS. NP Consultant had suggested that the NP talk to clubs/societies in the local community

DR. Said WI would be a good starting point

DR. Said she would put together a list of who the NP should be targeting, the advertisers in the Ix Mag and VH users would provide a good reference group

TS. Said as the next event was some considerable time in the future we should start meeting ASAP with the WI and other local groups.

It was suggested that flyers should be handed out to: these local groups, via Ix GP Surgery, Local Schools for the children to take home and local businesses

TS. Also suggested that we need to get some banners erected around Ixworth ASAP to draw more attention to the NP

TS. Asked how the NPWG might better include Ixworth Thorpe? It was suggested the NPWG could use Ixworth Thorpe Church as a meeting room. Also the Ixworth Thorpe working group members could bring along local people they knew to any meetings at the church.

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

Date of next meeting Tue 7<sup>th</sup> August 2018, 7.00pm at Ixworth Thorpe Church.

**9. Any other Business**

TS. Was disappointed by the poor turnout for this evenings meeting. DR asked for this to be minuted.

DR. Attended an energy awareness and planning session 4/7/18 and provided an e-mail as a review/notes of the session. Explained that there were financial grants, and a wealth of expertise that could be tapped into. Sustainable energy should form a fundamental part of any NP proposition.

Possibly, a sub-committee should be set up to take this forward as part of the NP? Stephen Mann should be made aware of potential funding opportunities especially with respect to new build, EG. New VH.

AP was asked to promote this on the VH website, AP said he would and he would also pass the details on to Adrian Harmer to promote on the Ixworth Village website

It was felt that sustainable energy was also important for the PC to become actively involved with, JR said that he would pass DR notes onto the PC

In order to get the message about sustainable energy and what support was available to embrace it, DR said she would pen an article to be included if possible in the next issue of the Ixworth magazine.

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**Signed, NP Chair – Tessa Stonehouse**

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**Date**