

Minutes of Neighborhood Plan Working Group Meeting – Tuesday 7th August 2018 held at Ixworth Thorpe Parish Church started 7.00pm ended 8.45pm

Present - Tessa Stonehouse (Chair), Debra Reay, Ally Balaam (Ix Thorpe), Stephen Mann (VH), Graeme Norris (PC Troston, Chair), Richard Courtneil, Adrian Harmer (Late Arrival), Trina Godfrey (New Member), also, Alf Percival (NP Clerk)

1. Apologies for Absence

Received from: Nick Laughton (PC) (VH), John Rowe (PC)

2. Approve and Sign Minutes

NP Chair signed minutes as a true and accurate record of previous meeting held 05.07.2018

3. Confirm appointment of Debra Reay as NPWG (Chair) & Tessa Stonehouse as NPWG (V Chair)

Nominations were requested for the appointment of a new NPWG chair following receipt of an email dated 9 July 2018 from the existing NPWG chair Tessa Stonehouse to step down. Debra Reay was nominated and unopposed and unanimously elected for the position. Nominations were then requested for the appointment of a new position of an NPWG Vice Chair. Tessa Stonehouse was nominated and unopposed and unanimously elected for the position.

3. Welcome to Trina Godfrey

The new NP Chair, Debra Reay introduced Trina Godfrey to the NPWG. Trina gave a brief overview of her background, while the NPWG members briefly introduced themselves to Trina.

4. Review of actions agreed at last NP meeting 05.07.2018

(Chair) thanked all those who worked on the design and production of the NP leaflet. Thanks also to the Ixworth Magazine for providing a double page centre spread in the latest issue (Aug 18) and Sarah Chandler for speedily adapting the design of the leaflet for this purpose.

Distribution progress of NP leaflet, Ixworth all completed bar Commister Lane and technically Pakenham properties beyond the river boundary, and Ixworth Thorpe. Completion planned for tomorrow Wed 8/8/18.

(Chair) asked for confirmation of leaflets remaining on completion of distribution. AP to confirm.

SM expressed his concern about the content of the NP leaflet, in that a lot of effort had gone into drafting particular subject areas which had then been heavily abridged. (Chair) apologised for this but explained that the premise of the final version of the leaflet was to provide an advert for the NP rather than an informative document per se. This initial flyer leaflet is to be followed by a much more detailed brochure. Prior to the final production of this brochure a basic (mini) questionnaire was being planned for distribution to garner feedback to better tailor the brochure content and the content of a more detailed follow-up questionnaire and a separate housing questionnaire (a Housing Needs Survey discussion meeting is being organised by NL with Community Action Suffolk).

GN outlined the features and benefits of setting up a residents noticeboard an (Open Wall) – probably most appropriately at the Village Hall/Library to create a sounding board for the exchange of ideas and information between residents and the NP.

(V Chair) This will need to be actioned by a group member nominated/volunteer.

(Chair) As this will need to be moderated and controlled/managed effectively.

(Chair) commented that much had been achieved since the last meeting. However, the complexity/diversity of the tasks ahead suggest that the idea of a Project Plan will need to be revisited to ensure the work ahead is structured and can be managed in an effective and timely manner. Volunteers would need to be identified to take on the various areas of work on behalf of the Group.

5. Ixworth NP Questionnaire Sign Off

Moved on to discuss version 2 of the Ixworth questionnaire. AP had provided a detailed example with the meeting agenda of a questionnaire that had been used in the final adopted submission for the Lavenham NP. (V Chair) presented a draft set of questions for discussion, based on a Stowupland model and adapted for Ixworth.

AB felt the first Q had to ask “where do you live” to capture Ix Thorpe inclusion. AB also stressed that the questionnaire needs to instantly capture resident’s interest in the NP project to maximize returns.

(V Chair) would lead on compilation of the first questionnaire (a mini questionnaire). SM volunteered to help.

SM advised the NPWG that today he had confirmed with the Head of the Ixworth Free School that the school will in the near future create sporting facilities that will be accessible to local residents all year. As it was likely that recreational developments would feature strongly in any meaningful questionnaire. Also the school had been very clear that they have to market the school and its facilities, as they need to project that they are developing “a community school”

(Chair) emphasised that all the NP communications must stress that this is a real opportunity for “everyone” in the local community to have their say.

Some concern was raised but any limitations were understood that the Ixworth and Ixworth Thorpe NP was targeted at the local residents within a hard and fast boundary. However, it was reiterated that many of the surrounding villages depend and see Ixworth as their service centre. E.G. Those homes on the fringe of Ixworth, but listed in the Pakenham parish and Troston. GN was passed a quantity of the NP leaflets to distribute in Troston as was felt appropriate. Some thought should be given to Ixworth being the hub for other surrounding small villages in the development of the NP.

6. Ixworth NP project Plan

This section of the meeting was to consider the Project Plan as well as those who would need to be consulted, informed and influenced as the NP progresses.

(Chair), (V Chair) and GN will meet to work on the Project Plan following the meeting.

(Chair) ran a “brain storming” session to generate ideas about, stakeholders/interested parties in the NP (see list attached). This was followed by an exercise to identify some of the key tasks required of the Group over the coming months to Jan 2019

Getting the web presence up and running was identified as a priority in order to continue to share information (following the leaflet drop). The Stowupland NP site was identified as a possible useful example. Mandy Adlington (PC) is ready to post information to the Parish Council website. AP and AH are to make recommendations on this at the next meeting.

Opening up dialogue with local residents is a further priority. Noted that the leaflet has generated some early responses. AP will continue to collect and circulate responses as they come in and will consider how to incorporate these in the website.

(Chair) asked everyone to reflect on the means of current and future communication of the (mini)/(main) questionnaire? Should it be paper based or virtual? All agreed at this stage it should be paper based.

An order of tasks was identified and a possible timetable was discussed:

- ❖ Final questions needed to be agreed by (V Chair)/RC/SM ASAP
- ❖ Proof reading, design, print and distribution needed to be completed by end September.
- ❖ Arrangements need to be confirmed and put in place by mid-September for method of collecting the completed questionnaires (need drop box points- surgery, VH, library, PH’s, local shop?).
- ❖ Method of analysis of the returns needs to be established and in place by mid-September.
- ❖ Analysis of the returns and a report needs to be produced by the November NP meeting.
- ❖ Results need to be published by early December for inclusion in (Websites, Ixworth Mag?)

First Public meeting/consultation to be arranged for December after publication of questionnaire results. Prepare brochure, (main) questionnaire and Housing Needs Survey/Analysis – January 2019/New Year

7. Date of the Next Meeting

Date of next meeting Tue 18th September 2018, 7.00pm at Ixworth Village Hall (Bar Area)
AP to book venue

8. Any other Business

None to report

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Signed, NP Chair – Debra Reay

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Date