

**Minutes of Neighborhood Plan Working Group Meeting - Tuesday 15<sup>th</sup> May 2018 held at Ixworth Village Hall started 7pm. ended 8.30pm**

**Present** - Tessa Stonehouse (Chair), Debra Reay, Nick Laughton (PC), Stephan Mann (VH), Ben Birrell (PC), Dawn Dowds, Adrian Harmer (Late Arrival)  
Also; Alf Percival (NP Clerk), Sarah Chandler (Graphic Design)

**1. Apologies for Absence**

Received from: John Rowe (PC), Richard Courtnell

**2. Approve and Sign Minutes**

NP Chair signed minutes of previous meeting held

13.03.2018

NP Chair signed NPWG Terms of Reference

**3. Grant Application**

NP Chair updated NPWG on success of the recent Grant Application Ref: App-10152, NPG-10138

Requested £5930.00 and awarded full amount £5930.00

**4. Progress of NP rollout to local community**

- a) NP Chair introduced Sarah Chandler to the NPWG, Sarah gave an overview of what she could provide from a design perspective for marketing the NP to the local community. Sarah discussed ideas and shared some relevant examples she had created
- b) An idea of engaging the local free school in developing a logo for the NP was discussed for the added benefit of the students raising awareness of the NP with parents (Ben Birrell/Debra Reay/Dawn Dowds)
- c) The idea of a prize for the best logo design and a prize for returning the NP questionnaire was floated, and this will be given further thought at a future meeting.
- d) It was agreed that the production of the text for the NP brochure should be divided among the NPWG members. Each member taking on a particular aspect of the NP vision and producing a section of no more than 300 words. Mike Dean would then be asked if he would consider creating a draft of a complete offering from the individual submissions before the next NPWG meeting on 12/6/18.
- e) Methods of distribution were discussed and how to best raise the profile of the NP project with the local community via forthcoming village events. Critically, an NP logo was required to anchor the NP project around a single theme via an easily recognisable graphic.
- f) To maximise local community understanding of what the NP was all about and generate the maximum response, delivering information about the NP to the community should be conducted in 3 phases
  - i. Initial one sheet, two fold letter box sized leaflet
  - ii. Brochure discussing big themes that needed to be given significant attention
  - iii. Questionnaire/Survey

**5. Date of the Next Meeting**

Date for next meeting Tuesday 12 June 2016 7.00pm Ixworth Village Hall, Bar Area Meeting Room

**Actions**

NP Chair to Update Consultant on progress and determine if attendance required for next meeting

Copy text (300 words max) of ideas for individual sections of NP brochure to NP Chair by 5/6/18, John Rowe (Business), Stephen Mann (Health/Leisure), Ben Birrell (Education/Youth/Recreation), Adrian Harmer (Ecology), Nick Laughton (Housing/Density), Tessa Stonehouse/Debra Reay (Transport/Infrastructure). In addition 3 positive questions need to be framed for each individual section that can generate the best informed response from the local community following distribution.

Nick Laughton to enquire if Mike Dean would be happy to review the above copy and produce draft texts for the brochure sections from the individual submissions before the next meeting on 12/6/18.

Nick Laughton to check with PC Clerk if can distribute NP leaflets/literature via Electoral Roll facility, or alternatively investigate if can hand deliver via Scouts (supervised).

Ben Birrell to speak with the Head of the Ixworth Free School to see if the students would become involved in producing a logo for the NP, Sarah Chandler to assist with ideas and support for the students if agreeable. Debra Reay to help develop ideas for the schools brief for the above.

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**Signed, NP Chair – Tessa Stonehouse**

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**Date**