

Minutes of Neighbourhood Plan Working Group – 23rd January 2018 held at Ixworth Village Hall at 7pm

Present – Tessa Stonehouse (Chair), Debra Reay, Nick Laughton (PC), Stephan Mann (VH), Penrose Robertson, Adrian Harmer, Richard Courtneil and Sophia Wilson (Ix Thorpe)
Also; Mandy Adlington (Parish Clerk), Chris Bowden (Navigus Planning Consultant) Alf Percival (NP Clerk)

1. Apologies for Absence

Received from: Ben Birrell, Pam Shelton and John Rowe

2. Approve and Sign Minutes

NP Chair signed minutes of previous meeting held 05.12.17

3. Chris Bowden (Navigus Planning Consultant) introduced and gave general talk about NP planning to form the meeting's agenda

A discussion was held, and the following areas were talked about;

- Stage 1 – Guidance from consultant, Terms of Reference, Administration structure.
- Mandy Adlington (PC Clerk) presented a generic copy of terms of reference approved by the PC.
- Grant programme outlined (an on-line process), existing grant programme ends 31.3.18 standard grant £9k (to help prepare an NP), if complex bid further 6k available. Application for this grant period required by 31.1.18. New grant programme opens from 1.4.18 in future for 6 month periods, standard grant 9k and for complex bid further 8k.
- To make a grant application requires a Project Plan (formulate your objectives and seek approval).
- To substantiate your application – requires gathering evidence – from requirements of BC and aspirations/issues of local community (possibly will take 6 months).
- Grant Application In outline: we are producing a NP, we have a project plan, we have identified project areas (see 3. in previous meeting minutes), we have identified ways to gather evidence for each project area, we have terms of reference, we have a consultant to help us and we will require money for community engagement (cost this out) flyers, banners and surveys etc.
- Grant money goes to PC.

Stephen Mann (VH) then moved the discussion on to the formulated Project Plan and the relevant project areas previously agreed upon which raised the following;

- What were the issues around each project area identified?
- Can identified areas be grouped together? (e.g. movement & access would actually cover transport, rights of way and bridge over the by-pass).
- Recreation would fall under Community Infrastructure (e.g. play areas, libraries).

Debra Reay then highlighted that the objective of the plan should be to create a harmonious integration of the old and the new elements of “Ixworth Village” which outlined the following need;

- To achieve this the evidence should focus on finding out, what's good/bad about Ixworth?
- How do residents use the village, what do they think of the village?
- Why do they or do not use the village, how do they use the village?
- There is an absolute need to canvass opinions of all residents of all backgrounds & age groups. Not necessarily a questionnaire as in early stages do not want to frame things too narrowly.

Nick Laughton (PC) highlighted, was the High Street the centre of the village and its greatest asset?

- To qualify this would require examination of walking/cycling paths within the village

- Identify key movement routes
- Formulate plans to improve access to these routes or calming measures to improve usage.
- Is it easier to jump in your car or do you create a village centre where no car is needed?

4. Do we need to create a brochure – communication package?

- Penrose Robertson had been asked at the previous meeting to consider options about this. Penrose presented formats for a potential brochure for consideration.
- Discussed best ways to reach/communicate with villagers
- Highlighted need to use forthcoming village events to canvass local opinion & gather evidence.
- Look at how can we motivate villager’s to get involved?
- Look at how we might possibly develop a team of area and street champions?
- Aim is to agree format and content for a leaflet/letterbox drop by March 2018 (primary objective is to get this right first time in preference to just getting it out there quickly).

5. Website Co-ordination

The three website managers were requested to meet to plan a strategy for co-ordinating NP communications across all three website platforms. With a possible objective to route all documentation to the PC for uploading to ensure a uniform message. While all sites would direct responses about the NP to a dedicated NP email address.

- Mandy Adlington (PC Clerk), Ixworth Parish Council website
- Alf percival (NP Clerk), Ixworth Village Hall website
- Adrian Harmer, Ixworth Village website

6. Themes for future meetings

Tessa Stonehouse (Chair) highlighted the need to focus future meetings on completing the following;

- Formulate an agreed vision for the NP, to develop a project plan.
- Agree a spending plan to formulate a grant application for period Apr – Sep 18.
- Agree a NP logo/brand/strapline.
- Agree ways to gather local opinion.

7. Date of the Next Meeting

Tessa Stonehouse (Chair) confirmed the date of the next meeting would be Tuesday 20.2.18 at 7.00pm at Ixworth Village Hall. This would be “The Vision Meeting” a meeting to frame the vision for Ixworth NP.

Actions

Chris Bowden (Consultant) to provide big maps to facilitate highlighting objectives/targets for NP
 Tessa Stonehouse (Chair) to co-ordinate with forum members to facilitate provision of flip charts/post it notes etc. to brain storm ideas for the NP to aim to create the vision with example objectives and then photograph the outcomes.

Tessa Stonehouse (Chair) passed Ixworth NP logo development to Penrose Robertson to ask if his daughter in law and her neighbour would consider assisting in creating a logo/brand theme/hard hitting Strapline to catch villager’s attention about the NP.

NP Clerk to set up a dedicated NP email address

NP Clerk to provide everyone on working group with a copy of the terms of reference.

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Signed

Date