

Minutes of Neighborhood Plan Working Group Meeting – Tuesday 30th October 2018 held at Ixworth Village Hall, Ixworth opened 7.05pm, closed 8.45pm

Present - Debra Reay (Chair), Tessa Stonehouse (V Chair), Stephen Mann (VH), John Rowe (PC), Nick Laughton (PC), Ally Balaam (Ix Thorpe), Penny Dinwiddy, Chris Bowden (Navigus Planning Ltd) also, Alf Percival (NP Clerk)

1. Approve and Sign Minutes

NP Chair signed minutes as a true and accurate record of the previous meeting held 18.09.2018. One minor correction, section 5, final paragraph read Penny Dinwiddy in place of Trina Godfrey.

2. Matters Arising

Questionnaire: Tessa Stonehouse (Vice Chair) confirmed the questionnaire is now printed. Nick Laughton (PC) is collecting the Ixworth Newsletter Publication soonest and volunteers are combining the questionnaire with the newsletter on Thursday 1 November 2018 for subsequent immediate distribution via the newsletter volunteer distributors. Deadline for questionnaire returns, end November 2018.

Ali Balaam (Ix Thorpe) providing a labelled posting box to Ixworth Village Stores for collection of paper questionnaire returns, although majority of responses are expected via on-line returns, accessed via an individual security code printed on each questionnaire. Following deadline, TS will work with Mike Dean to carry out the analysis of the questionnaire responses. **(Action)** TS will then provide a written report of the questionnaire analysis for the next NPWG meeting Tuesday 11 December 2018.

John Rowe (PC) asked about Section 4, item 4 in the previous meeting minutes “Details of what was discussed with the consultant and his responses...will be circulated to group members shortly” JR had not received these and asked if this had happened? NP Chair said she had circulated these, JR requested if he could be sent a copy. **(Action)** NP Chair to e-mail copy to JR

3. Apologies for Absence

Received from: Richard Courtnell, Graeme Norris (PC Troston, Chair)

4. Chair's Report Update

- DR (Chair) wrote an article for the November edition of The Ixworth Newsletter, outlining the role of the NP and encouraging residents to complete the questionnaire survey.
- DR (Chair) also added a further voice to Ben Lord campaign for residents to campaign for a safe road junction to serve the proposed Persimmon Homes development in Ixworth.
- DR (Chair)/TS (Vice Chair) attended the last Parish Council meeting. PC asked for a formal proposal & recommendation to be put forward by the NP on two subjects by 7 November 2018.
 - A housing Needs Analysis survey (HNA) – Cost £3000
 - Housing allocations in the Neighbourhood Plan
- DR (Chair) at the PC meeting was requested if Joanna Spicer (Suffolk County Councillor) could be invited to speak to the NPWG at their next meeting about these two subjects from the CC perspective. DR (Chair) has invited JS to do this and JS has accepted.
- At the PC a health report was discussed that was prepared by SCC for the Health Minister, Matt Hancock MP. It came up with some far reaching statistics for Ixworth, which may warrant serious consideration as part of the NP. JS will circulate the report to the PC. DR (Chair) has requested a copy of the report that will also be circulated to the NPWG following receipt. **(Action)** AP (Clerk) to circulate report to NPWG, to be obtained from MA (PC Clerk)/JR (PC)
- DR (Chair) with TS are in discussion with MA (PC Clerk) to agree a method of regular reporting from the PC as regards the financial position of the NP

- DR (Chair) reiterated that any communications in respect of “Pigeon Developments” would all be managed via a route of consultation with the PC. The PC will then consult with the NP on any development discussions that have taken place with the developer.
- DR (Chair)/NL (PC) had discussions with Ann Marie Howe (SCC Chief Planning Officer) and Sunila Osborne (Community Action Suffolk). AMH had recommended the undertaking of a HNA following the results of the initial NP questionnaire survey (Jan 2019). DR (Chair)/NL (PC) are seeking confirmation of this position in writing from AMH. This could form the basis of a recommendation to the PC, re Section 4, Item 3.
- There then followed a long discussion regarding “housing needs analysis” and “housing allocations”, with detailed information on the subject provided by Chris Bowden (Navigus). With respect to these discussions the following were the key points:
 - Huge potential for disagreement over sites, numbers, mix and dwelling quantity
 - NP and PC have limited powers to allocate, enforce or challenge
 - NP can call for sites, invite landowners to offer deliverable sites for consideration
 - Offers NP opportunity to pre-condition community infrastructure as part of an allocation of a site to a developer
 - Preferable to a developer offering a speculative planning option, when they can whittle away the community benefits via delays, market changes and Borough Council needs to meet Central Government housing numbers
 - Borough Council has to maintain a 5yr land supply of deliverable sites, if supply falls below this developers can submit speculative planning applications that have a significant chance of success owing to land supply shortage. However, if NP’s have housing allocations in their plan (no older than 2yrs), BC has a reduced requirement of a 3yr land supply. Therefore, NP/PC have significantly increased influence on shape of developments in their community.
 - For sites of 10 dwellings or more, Borough planning rules require developers to deliver 30% of the site as affordable housing.
 - Recommendation to review a HNS & the report that goes with it, with particular emphasis to review the affordable housing aspect as this encompasses housing targeted at a very wide and diverse target groups (available to review on-line via Suffolk Community Action).
 - Advised by Anne Marie Howes to make an application from the Localities Budget to provide additional funding specifically towards a HNS, which would be given strong consideration even though the NP is closely associated with the PC which would be unable to make such an application.
 - Following analysis of the initial questionnaire and the information returned, this needs to be shared with the community via various consultation meetings/events/group conversations over the coming 6 months and should help shape ideas for what needs to be included in the NP (what is the vision for Ixworth, what would be the development required, what are the big things for Ixworth)
 - Recommendation was to start with the survey and the engagement with the community. So you can shape a series of objectives. So you want to understand what people think and what the evidence base tells you, how all the Borough Councils local requirement documents will shape future development thinking, so that you can firmly establish your objectives. Then when you go out to call for sites, you can then say to the developers, how are you going to help us deliver these firm objectives. Then when you have shortlisted a series of viable sites you can then put them to the community and say, community you told us...here are a series of sites and here is how we think they will deliver what you asked for, now what do you think?
 - JR (PC) felt a formal proposal on “allocations” to the PC by 7 November 2018 may be rushing the process and premature. JR (PC) felt it more appropriate as tonight’s meeting of the NP was the first full discussion of these matters, it would be better if a draft proposal provided by the consultant listing the pros and cons of the matter could to be debated first by the PC in December with feedback provided to the NP for their next meeting in January 2019. Following discussion of the feedback provided, if agreed by the NP a formal proposal and recommendation could then be put forward for formal debate at the following PC meeting. This timing would also tie in better with information that would then be available from the results of the current questionnaire survey. DR (NP Chair) affirmed that the NP would delay making any submission to the PC regarding “allocations” until evidence was available to support any such proposal considering the point raised by JR (PC) above.

- DR (NP Chair) reiterated to JR (PC) that with respect to a HNS the NP had held two meetings with Community Action Suffolk and held a conversation with Anne Marie Howe about the benefits of such a survey. JR (PC) advised that approval from the PC in respect of any formal proposal and recommendation from the NP (effectively a sub-committee of the PC) was a detailed written submission from the NP Chair, supported by professional advice from the NP Consultant (Navigus) plus other supporting parties, Ann Marie Howe, CAS. DR (NP Chair) affirmed the NP would make a formal recommendation to the November PC Meeting regarding the need for a HNS as above, as soon as DR (NP Chair) had received confirmation in writing from Anne Marie Howe of her verbal endorsement of the NP engaging in such a survey.

5. Parish Council Update

JR (PC) confirmed that DR (NP Chair) & TS (V Chair) had attended the last PC meeting and impressed all the representatives by their energy and enthusiasm for the NP project, as well as the progress that had been made to date.

Going forward it was agreed that the NP would provide the PC reports as appropriate on the activities of the NP but as a minimum, on a quarterly basis.

NL (PC) confirmed it was not a requirement for the (NP Chair) & (V Chair) to attend regular PC meetings **(Action)** AP (Clerk) to check with MA (PC Clerk) dates for future PC meetings and deadlines for submission of reports and advise (NP Chair) & (V Chair)

JR (PC) asked for AP (Clerk) to be the central point for information circulation for all NP correspondence.

AP (Clerk) confirmed that all circulation requests made through the NP group E-mail would be actioned as requested. This is to Include Chris Bowden (Navigus), who requested that anything important be E-mailed to him directly by the individual concerned so that he did not overlook anything important.

DR (NP Chair) asked if it would be appropriate to ensure feedback from the PC as 3 representatives were part of the NP, if a Parish Council Update formed a regular part of every NP agenda. This was agreed and Ben Birrell nominated to provide the regular Parish Council Update at future NP meetings.

6. Consultant's Report and Questions

Discussed ways the NP might approach consultation/ENGAGEMENT with the wider Ixworth Community: A Wall (as suggested by Graeme Norris), Workshops, talks at local club meetings, NP representation at Village/Village Hall events, through the Ixworth Newsletter, Social Media, Web Sites (this list is not intended to be exhaustive but a guide to routes to reach and engage with as many residents as possible).

- Identify active Groups in the Community (I.E. Women's Institute, Slimming World Club)
- Need to acknowledge "hard to reach" individuals/groups, meet outside schools/church/shop
- Knock on doors, ask "what do you think about xxxx"?
- Need to be able to show/demonstrate ways NP has thought about and implemented ways to reach the broadest elements of the local community, those not active in village life (E.G. busy working families, young people – the future, housebound – the elderly)
- Vary your target subject, week1 (housing/transport), week 2 (parking/community needs) etc.
- Break down into bite size chunks – no more than 2 hours maximum
- Use a survey to inform what progress has been made and what going on
- Don't try to cover everything at once, don't feel you need to raise subjects that are not issues
- The process is intuitive and responses from the community should guide your next move. Eventually, pulling together all the strands and all the documented responses, combined with any technical evidence, will provide everything to write "the plan" for the "formal consultation"

Action DR (NP Chair) Next meeting – Agree plan for events to engage with and record responses from the wider Ixworth/Ixworth Thorpe Community

Action NL (PC) talk to Great Barton NP Chair to learn the ways they sort to engage with their community and the value of the big community meeting they undertook.

Finally, DR (NP Chair) asked if anyone on the NPWG wanted to write regularly about the NP for the Ixworth Newsletter then to please get in touch with her.

7. Progress Report Web Presence

Ben Birrell (PC) was unfortunately not available to talk about progress on developing the dedicated NP web presence.

AP (Clerk) informed the NPWG in BB (PC) absence that there was a problem integrating the multiple Ixworth web sites at present and also uploading/modifying site content owing to a programme issue with WordPress, the programme format the sites are written in, AP (Clerk) has been in touch with Robert Laughton who created the sites to assist in remedying the problem and will continue to pursue a solution to provide as informative and expanded an NP offering through the Ixworth Village Hall site as possible. Sarah Chandler will send AP (Clerk) in due course the Ixworth Village Building graphics that were used in the recent questionnaire to continue the same brand theme and help to improve the visual appeal of the NP page within the Ixworth Village Hall web site

DR (NP Chair) had written to the Chair of Trustees for the Jiggins Memorial Trust Village Hall for approval to host the initial NP web offering via the Ixworth Village Hall web site, this was approved by the Ixworth Village Hall Committee.

BB (PC) will be looking at the future NP web offering, design, time line, content, format, site construction costs, consultants, specialist web builders & provide updates to the NPWG on progress with this project.

Action AP (Clerk) to chase Ben Lord (PC Chair) copy NL (PC) for access information to the Ixworth website that he was involved in the original commissioning of, with a view to integrating this into the Village Hall site. NL (PC) had been pursuing this but had not received any response from BL (PC Chair)

8. Any Other Business

CB (Navigus) advised that all invoices for consultancy should be sent for the attention of MA (PC Clerk)

Next regular meeting of the NPWG confirmed for Tuesday 11 December 2018, 7.00pm Bar Area, Ixworth Village Hall.

First 2019 meeting of the NPWG planned for Tuesday 22 January 2019, 7.00pm Bar Area, Ixworth Village Hall, and any changes will be notified at the next meeting.

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Signed, NP Chair – Debra Reay

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Date