

## **Minutes of Neighbourhood Plan Working Group Meeting – Wednesday 2<sup>nd</sup> October 2019 held at Ixworth Village Hall**

**Present** –Tessa Stonehouse (Vice-Chair), Richard Courtnell, Penny Dinwiddy, Stephen Mann, Sarah Pentony, Roger Spiller, Sophia Wilson (PC Ix Thorpe)

**In Attendance** – Liz Ambler (owner of Cyder House), Steve Wilson (NP Clerk)

### **1. Introductions/Apologies for Absence**

The Clerk had received apologies from Debra Reay (Chair), Ally Balaam and Nick Laughton. The meeting was chaired by Tessa Stonehouse (Vice-Chair).

### **2. Approval of Minutes**

The minutes of the meeting of 20 August 2019 were accepted as a true record and signed by the Vice-Chair.

### **3. Matters Arising**

Free School Environmental Matters. The Free School pupils had expressed an interest in environmental matters with regard to the NP. The Chair had been keen to support their interest and had undertaken to email the Head Teacher on the matter. Roger had been researching the updated building regulations and appropriate links would be forwarded to the School as material for potential future projects.

**Action: Roger, Clerk**

Pigeon Developments. Pigeon had booked public engagement events at the Village Hall for the evenings of 8 & 9 November. These events would be jointly representative of Pigeon and the Village Hall due to the potential inclusion of a Community Centre in their plan. It was thought that publicity for the event would consist of a leaflet drop and an advert in the Ixworth Newsletter. Once more details were known the Group's social media channels would support the publication of the events.

**Action: Penny**

The PC had contacted Pigeon asking what their intentions were in regard to the planning process and timing relative to the planned publication date of the NP; no reply had been forthcoming to date. Stephen had been given to believe that Pigeon would be taking decisions on this matter following their public engagement events.

### **4. Update from Parish Council**

There had been no input from the previous PC meeting relevant to the work of the Group.

### **5. Input from Public**

There had been no input from the public prior to the meeting. Liz Ambler outlined a small change in her family's intentions at the Cyder House site. The Clerk would pass this information on to the Consultant and the West Suffolk Planners.

**Action: Clerk**

## **6. Housing Needs Survey**

Community Action Suffolk had informed the Clerk that a draft report on the results of the Housing Needs Survey (HNS) would be made available before the end of October. The Clerk had sent CAS the, largely negative, feedback received following the HNS.

## **7. Site Allocation**

Sophia declared an interest in the matter of Site Allocation as a landowner who had submitted a site. She took no further part in the discussion of the subject.

A draft copy of the Consultant's Site Allocation analysis had been circulated to Group members. His methodology was reviewed and accepted by the Group.

The next stage would be for the Clerk to send each landowner their own section of the analysis for the correction of factual errors. They would be given three weeks to respond. The complete analysis would be sent to the West Suffolk Planning Department for information.

**Action: Clerk**

Some initial conclusions from the data were discussed, including the fact that development at Ixworth Thorpe could only take place via a Rural Exception Site (RES). Under current guidelines even this was not allowed due to remoteness from the settlement boundary. Both the Consultant and the West Suffolk Housing Department had, however, expressed the view that there might still be leeway to create a RES at Ixworth Thorpe but only if the HNS provided sufficient supporting evidence. The Housing Register had been recently updated and suggested a housing need of 26 households in Ixworth and 2 in Ixworth Thorpe. If that assessment was correct then another RES might be desirable at Ixworth and a potential location was discussed.

No allocation decisions could be taken until the HNS report was in hand. Given the 'anonymised' nature of the HNS there was likely to be a need for the Housing Register to be used as supporting evidence, especially in the case of Ixworth Thorpe.

Roger raised two items of relevance to the Reeve Farms site which had come to light as part of the Persimmon application. The Clerk would pass this information on to the Consultant. Stephen wished, on behalf of the Jiggins Trust, to make the Planning Department aware of two consequences of the potential relocation of the Village Hall, namely: the intention to repurpose the old building for business/light commercial use and the desire to retain the playing field as green space. The Clerk would pass this information on in his next message to the Planners.

**Action: Clerk**

## **8. Public Consultation**

There would be a need for a public consultation event early in the New Year in order to present the results of Site Allocation, the HNS and the key policy areas to be pursued by the NP. Once an actual Plan document had been created there would be a need for a further event in February or March 2020.

## 9. Creation of Plan Document

The Group were shown copies of Thurston's NP document, this was considered to be an attractive and effective format. There would be a need for the Group's document to be clear and concise. Submission of the Group's document was planned for March 2020, having first been put before local residents and local government organisations for comment. There was, therefore, a need to begin creation of the document immediately. The Site Allocation process was already underway but could not be completed until the HNS report was available. Determination of the key policy aims of the NP could begin immediately. This would be based on Chapter 6 of the Consultant's report following the workshop events. The Clerk would re-circulate Chapter 6 to the Group as a reminder.

**Action: Clerk**

It was likely that lists of aims would soon be circulated to the Group for comment. Some aims would require consultation and evidence gathering involving local government departments and Parish organisations. Individual Group members might be approached to help with this process. The writing of the document would be split, with the Group providing background and historical chapters while the Consultant wrote the policy areas. It was anticipated that the first draft would be published online with a single printed copy made available in the Library. It would be emailed to relevant bodies for comment. A drop-in session would be needed to allow the public to comment on its contents. The process of approval of the final document was expected to take 12 months.

## 10. Any Other Business

Next NPWG meeting Tuesday 12 November 2019, 7pm, Ixworth Village Hall (Bar Area)

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**Signed, NP Chair – Debra Reay**

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**Date**