

Minutes of Neighbourhood Plan Working Group Meeting – Tuesday 16th April 2019 held at Ixworth Village Hall

Present – Debra Reay (Chair), Richard Courtneil, Penny Dinwiddy, Sarah Pentony

In Attendance – Peter Johns (Troston), Steve Wilson (NP Clerk)

1. Introductions/Apologies for Absence

The Clerk had received apologies from Tessa Stonehouse and Nick Laughton. Peter Johns attended as an observer. Adrian Harmer had stood down from the Group due to pressure of work and the Chair had contacted him to express appreciation of his efforts; he had made a valuable contribution to one of the Workshop events.

2. Approval of Minutes

The minutes of the meeting of 5 March 2019 were accepted as a true record and signed by the Chair.

3. Matters Arising

MP's Mailshot. Matt Hancock had agreed to send out a mailing to all households in the Parish; this would go out after the local elections. The Clerk had forwarded a suggested text to Mr Hancock's PA based on the forthcoming Housing Needs Survey (HNS) and this had been well received. The actual form of the mailing was unknown.

4. Chair's Report

Feedback on Engagement Events. It had been a very busy, and successful, six weeks since the last meeting. There had been two drop-in events and a double workshop, run by the Consultant, all hosted within the Village Hall. There had been a good turnout for the drop-ins and these had generated some excellent ideas and opinions which had been forwarded to the Consultant to form the basis of the workshops. The workshops had also been well attended by a group of very committed people who, despite being unfamiliar with one-another, had worked well together to create a great deal of content for the Consultant to process. There had been a good mix of ages and experience in attendance across the workshops with different issues being raised by the afternoon and evening attenders.

Primary School Involvement. The Primary School had offered good support to the NPWG; they had emailed information to parents and put the Group's posters up at parents' evenings. Pupils would be undertaking a project on 'movement and transport' during the next half term and would be drawing elements of the NP into this. Debra and Tessa would attend a class at the School in early May.

Youth Engagement. It had become apparent during the recent engagement process that there had been a lack of input from Ixworth's younger community. As part of his efforts to establish a youth group in Ixworth, Mike Jones had undertaken to seek a solution to this. Mike had already consulted the Free School and was scheduled to attend their Youth

Council. The NPWG had offered the support of the Consultant if this was deemed appropriate.

5. Follow-up Events

The Consultant had been asked to report initial conclusions from the workshop process by 26 April so that this material could be included in a 'Catch-up' event on Saturday 18 May. This event would be held in the Library from 10am to 2pm; the library had been chosen as it had been such a friendly and comfortable place to hold engagement events.

The intention of the Catch-up was to show the public the results of the engagement events and thereby sustain interest in the overall NP process. It was hoped that displays would be mounted including the Consultant's initial findings, a summary of the Drop-in feedback and some project work from the Primary School. The printing of enlarged feedback summaries would be added to the next run of poster printing.

Action: Chair, Clerk

Publicity. The event would be publicised on Facebook and the PC Website, the Chair would also seek local press involvement via the PC Clerk. There would be a poster campaign but confusion with subsequent HNS posters had to be avoided, the Clerk would look into this issue with the printer. The Catch-up poster information would be reproduced in the Ixworth Newsletter. The Chair's feedback summaries would also be made available on Facebook.

Action: Chair, Penny, Clerk

Attendance. There would be a need for a minimum of two members of the NPWG to be available at this event at all times. The Clerk would seek volunteers.

Action: Clerk

The Chair had already booked a telephone conversation with the Consultant to consider future actions beyond this event. That topic would be included as an item on the next NPWG meeting agenda.

Action: Clerk

6. Local Housing Needs Survey

A contract had been agreed with Community Action Suffolk (CAS) for the conduct of a HNS. The Clerk had been informed that the printed material was ready for collection from Ipswich. The survey material would be put through letterboxes on the weekend of 1 & 2 June with a survey completion date of 17 June. CAS had warned that there might be a long wait for a final result as there were already ten other parishes engaged in the same process.

Publicity. The HNS had been publicised in the April edition of the Ixworth Newsletter and that would be repeated in May and June. There would be a poster campaign ahead of the event and Facebook and the website would also be involved.

Action: Penny, Clerk

Volunteers. The HNS material would consist of a 19-page questionnaire, a covering letter and a prepaid envelope. All this material would have to be put into an A4 envelope and a sticker applied to the outside. There would be 1000 copies of the survey. Volunteers would be needed to stuff envelopes, in the Village Hall, around 15 May. The envelopes would be hand-delivered through letterboxes on 1 & 2 June; CAS had strongly opposed the idea of delivering surveys face-to-face. The Clerk had divided Ixworth into 8 zones of around 100 households and would seek volunteers to deliver in these zones. There was also a need for input from Ixworth Thorpe on how to tackle deliveries there and there was a similar need for Heath Road.

Action: Clerk

7. Budget Matters

There was one invoice outstanding which left an approximate balance of £11,560 in the NP Fund. The costs of the HNS would not be incurred until after April. Tessa had undertaken the groundwork for the next round of funding but this application would not take place until after April 30. The full grant amount would be applied for.

8. Any Other Business

With the local elections taking place on 2 May 2019 the Group should be ready for changes in the Parish Council representation on the NPWG and possibly in their responsibilities.

Next NPWG meeting Tuesday 28 May 2019, 7.30pm, Ixworth Village Hall (Bar Area)

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Signed, NP Chair – Debra Reay

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Date