

## **Minutes of Neighbourhood Plan Working Group Meeting – Thursday 4<sup>th</sup> February 2020 held at Ixworth Village Hall**

**Present** –Debra Reay (Chair), Nick Laughton (PC), Roger Spiller and Penny Dinwiddy

**In Attendance** – Mandy Adlington (PC Clerk)

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

Apologies from Sarah Pentony, Stephen Mann, Tessa Stonehouse and Richard Courtnell. The Chair reported to the group that unfortunately Ally Balaam has resigned from the group. The Chair thanked Ally for her support.

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

After reviewing points received from the Parish Council Chairman on the draft minutes of the meeting held on 9<sup>th</sup> December 2020, it was agreed the Chair sign the minutes as a true record of the meeting held 09.12.19.

It was also agreed the Chair sign the minutes as a true record of the meeting held on 7<sup>th</sup> January 2020.

### **3. Matters Arising**

- **Design & Plan of Cover** – A discussion took place about the design of the front cover and all agreed that even though the current cover is very good it was agreed to alter the cover to include the established NP Branding used on all posters and leaflets.  
**Action – Roger, Debra**
- **Housing Needs Study** – The Parish Council needed to arrange a meeting with C.A.S. (Community Action Suffolk) to discuss the survey and how to move this forward. Nick Laughton and the Clerk stated they would take this to the meeting of the Parish council on 12<sup>th</sup> February 2020.

**Action – Nick Laughton & PC Clerk**

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

Nick Laughton and the Clerk stated the Parish Council would be discussing the settlement boundary in Ixworth Thorpe at their meeting on 12<sup>th</sup> February 2020.

The Chair stated that evidence was needed to consider this within the NP plan. It has been suggested only a Rural Exception Site was possible and as stated, evidence and agreement from the landowner for social housing was required. The Clerk stated she would inform the Chair of any decisions made at the PC meeting.

The Chair stated she would write the report for the next PC meeting.

The position of a Clerk for the group was discussed and felt that a new Clerk was needed as there was still a lot of work to be completed once the final draft gets handed to West Suffolk DC. It was suggested that members of the working group be approached to ascertain if anyone would be interested in applying for the role once advertised.

**Action – PC Clerk, Nick Laughton**

## **5. Input from Public**

Penny informed members that a resident had approached her concerning individual plots rather than larger developments. Roger stated that there is in fact a register for Self-Build units on the West Suffolk website. It was suggested that Penny let the resident concerned know. A discussion was held as to whether Self -Build Units could be something that could be incorporated into the plan. Debra would speak with Chris on this issue.

**Action – Penny, Debra & Chris**

## **6. Chair's Report**

The Chair gave no report this month as all issues were being covered in other agenda items.

## **7. Action Following Public Consultation held on 25<sup>th</sup> January 2020**

The consultation day had gone very well and nearly 100 residents who attended. The attendees were made up of a good mix of ages including children. All who attended were really engaged with the consultation and studied the material available. A good response had been received on all the three categories below.

**Site Allocations** – The following decisions were made

- **Abbey Farm** – Not to be included
- **Cyder House** – To be included
- **Dairy Farm** – to be included
- **Dairy Farm Yard and Building** – to be included but to look at design
- **Landridge** – to be included but to look at access and connections to the village
- **Reeve Farm** – not to be included
- **Ixworth Thorpe** – No but keep this open as a possible Rural Exception Site or stay as a small infill hamlet

The above would be written into the plan once Debra has spoken with Chris now the group had signed off the recommendations

**Action Debra & Chris**

**Green Spaces** – Debra explained that certain criteria needed to be met to designate a green space. Dimensions of the space needed to be ascertained. The following areas were suggested as green spaces within the village that needed to be designated within the plan.

- **Abbey Close**
- **New Road**
- **Peddars Close**
- **Carpenters Close**
- **Playing Fields**
- **Scott Road**

The Chair stated she would write a report on each site with photos and dimensions and sent to Chris to incorporate within the plan.

**Action – Debra & Chris**

**Policies** – No adverse comments were made on policies currently in document.

It was discussed on whether it was possible to have a Non Policy/Community Action section to include things such as Community Gardens or schemes such as a chatty bench. It was suggested seeking advice from Chris on this.

**Action Debra & Chris**

The following decisions above were confirmed and were to be actioned as agreed.

The Chair wished to thank all who have helped get the plan this far and it seemed good the residents were really beginning to get behind it.

### **8. Document Writing**

As there was no permanent NP Plan clerk at present it was agreed that Chris would amend the draft document after receiving relevant information from the group.

### **9. Review of Timetable & Actions**

The plan was still running to target and hopefully the final draft will be with the Parish Council at the March meeting. It would then be submitted to West Suffolk.

### **10. Any Other Business**

It was agreed the next meeting will be held on 3<sup>rd</sup> March at 7pm in Ixworth Village Hall Bar Area.

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**Signed, NP Chair – Debra Reay**

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**Date**