

Minutes of Ixworth & Ixworth Thorpe Neighbourhood Plan Working Group Meeting held on Wednesday 3rd March 2021 at 7.30pm (Via Zoom)

Present;

Cllr Ben Birrell (Chairman), Dr Stephen Mann (Vice Chairman), Nick Laughton, Jan Boyd, Neil Phillips, Cllr Ben Lord & Cllr Sophia Wilson.

Also: Mandy Adlington (Parish Clerk)

1. Apologies for Absence

Apologies were received from Mr Mike Jones and Cllr Terry Lilley.

2. Minutes of the Previous Meetings

It was agreed by all present to sign the minutes of the previous meetings held on 5th October 2020, 9th November 2020, 23rd November 2020 and 17th February 2021 as a true record of those meetings.

Stephen wanted to clarify points he made at the previous meeting. It is agreed the plan requires to listen to all comments made to the working group even from residents outside the boundary of the plan. However, comments or proposals on such things as the Micklesmere Nature Reserve cannot be included as that area is outside the boundary of the plan.

3. Public Consultation for Site Allocations

The following options were discussed on how to present the consultation in the present circumstances.

The aim of this consultation was to receive comments from residents on the working groups suggested site allocations to be included in the plan.

The group, from previous comments received, agreed the site allocations to be included within the plan are Cyder House, The Landridge and Dairy Farm.

Leaflet Distribution to Residents

Stephen had previously distributed to members a suggested leaflet to include in the magazine or deliver to all houses. The leaflet showed all suggested site allocations and comments received from the previous consultation. The design and size were discussed, and it was agreed to produce a leaflet that could be folded to an A5 size. The leaflet required a space for further comments from residents on suggested site allocations or possibly a selection of questions.

It was agreed that Stephen would speak with Paul Cook about distribution and printing, and Mandy would supply Stephen with a printing company to obtain a quote for printing.

Prior to the discussion below about Ixworth Thorpe, Cllr Wilson declared an interest.

Ixworth Thorpe was discussed, and it was agreed that a small piece of writing on history of Ixworth Thorpe needed to be included and Stephen and Cllr Wilson agreed to discuss the wording to include this in the leaflet.

A possible settlement boundary for Ixworth Thorpe was discussed and it was agreed to pencil in a settlement boundary into the leaflet showing the maximum development envelope, allaying fears that there could be an explosion of development in the village.

Ixworth Thorpe possible development was discussed further, and it was suggested that if development were to happen in Ixworth Thorpe then it would possibly be only a maximum of 10 houses.

It was agreed that by enclosing this information in the consultation gave the residents of the Parish a chance to offer their opinions on this part of the plan.

Cllr Lord reported that the Parish Council had resolved to investigate a settlement boundary for Ixworth Thorpe.

It was agreed that all members would look at leaflet again and send any comments to Stephen who could make changes.

Figures on number of housing suggested needed to be checked prior to leaflet being finalised.

It was agreed that the leaflet would be loose folded and included in the centre of the magazine.

It was agreed that Ben Birrell would speak with Chapman Stores as a collection point for residents comments.

Online Presentation

As the Parish Council already have a subscription to run Zoom meetings it was agreed that the Zoom platform would be used to present the consultation online.

Discussions on using 'survey monkey' for residents attending the online presentation to register their comments after the presentation. The possible cost for setting this up was discussed and current costings seemed quite expensive, so Cllr Lord agreed to investigate this further for the next meeting. The online presentation needed to be in line with the leaflet and the village hall presentation and would be presented as a power point presentation.

It was agreed that registration to take part was required so whoever was presenting would be able to communicate with attendees more easily.

It would be decided at the next meeting who would present the presentation and who would run the power point presentation.

As with the leaflet, it was agreed to form questions for residents to respond to along with the option of making any other comments they wish.

Cyder House and Pigeon would be approached to discuss any information they were willing to contribute to the presentation.

Village Hall Presentation

Mandy reported that Jan and she had visited the village hall to look around to see if a public presentation could be achieved. Dependant on Covid-19 restrictions, Jan and Mandy felt a public presentation was possible. The presentation would also have designated appointment slots and a one way system through the village hall.

Covid lateral testing could be supplied to all those making the presentation, masks would be worn by all and a sanitising station would be set up. Individual pens could also be supplied, any tables or equipment used would be cleaned between each presentation. It was thought that perhaps 4 groups/household could be shown the presentation at the same time very spaced within the main hall or the Cousins room.

Dependant on Covid regulations this presentation would be discussed further at the next meeting.

4. Dates for Consultations

The following provisional timetable was agreed.

- Draft leaflet to PC – 10.03.2021
- Finalised leaflet to members prior to next meeting
- Next NPWG meeting – 17.03.2021
- Leaflet in magazine – newsletter being delivered end of March.
- Online presentation – weekend of 17th/18th April
- VH presentation – weekend of 17th/18th April

The above timetable will be subject to change as the presentation platforms are all finalised.

5. Liaise with Developers

It was agreed that Stephen would speak with the developers to ascertain if they would be willing to provide some additional maps/information to place in the leaflet and for presentations.

6. Any other Business

Ben B informed members that he had received an email from a resident requesting that the plan incorporates the need to 'Save Our Swifts'. It was agreed to look at this as the final draft of the plan is written.

It was agreed that the current draft plan would be distributed to all group members.

7. Date of the Next Meeting

It was agreed the next meeting would be held via the Zoom platform on 17th March 2021 at 7.30pm.

With no further business the meeting closed at 9.20pm.

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Signed

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Date

Actions

Actions –

Leaflet – (Stephen & Neil)

Re format for leaflet to be placed loose in the magazine
Speak with Paul to see if this can be included for delivery
Speak with printers to print glossy professional leaflet
Questions to ask residents
Discuss with Sophia words and settlement boundary for Ixworth Thorpe
Contact all to see if they had any suggestions on changes

(ALL) Give comments and alterations on the leaflet to Stephen

Online Presentation (Ben L & Mike)

Survey monkey costings
Put together power point presentation after consulting with Stephen and the leaflet
Contact Cyder House & Pigeon on what they can include into the power point presentation