

Minutes of Ixworth & Ixworth Thorpe Neighbourhood Plan Working Group Meeting held on Wednesday 17<sup>th</sup> February 2021 at 7.30pm (Via Zoom)

**Present;**

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

**1. Apologies for Absence**

No apologies received.

**2. Previous Minutes**

It was agreed to postpone the agreeing of minutes until next meeting as minutes were distributed late.

**3. Village Hall**

A discussion was held, and it was agreed that negotiations for a possible new village hall should be removed from discussions about which site allocations will be included within the plan.

It was agreed that it should be highlighted to residents, during the consultation, that the possibility of a new village hall if this development were to go ahead may be delivered.

It was agreed that as a developer, who are hoping to get their suggested development included within the plan, answer any questions or queries from the public during the consultation. It was agreed that discussions about a new village hall should be with the developer and the Jiggins Trust. Stephen reminded members that at present no formal agreement for a new hall had been received.

**4. Public Consultations/Presentation**

It was agreed that various presentations were required to include all members of the Parish especially those who do not have access or wish to use online services.

It was agreed that at the presentation the group would, as previously agreed, recommend the Cyder House and the Landridge and Dairy Farm developments.

**(i) Formats of presentations**

The formats agreed for a consultation of site allocations were;

- A leaflet drop – given information of consultation dates times and formats.
- Zoom/online presentation.
- An presentation in the village hall

It was discussed how each format could be delivered.

**Leaflet drop** - A leaflet would be produced to be included in the village magazine, or delivered to each house, hopefully at the end of March informing residents that the consultation was going to be held on site allocations for the Neighbourhood Plan (NP). Information to be included would be dates and times of village hall presentation, information on when the Zoom presentation would take place and how to ask questions or respond with their thoughts.

**Zoom or online presentation** – Various dates would be held, and a presentation would be given on which site allocations are recommended to be included. Depending on numbers wishing to join there would perhaps need more than one presentation.

Comments during the presentation needed to be logged by one of the group or feedback forms could be delivered with the joining instructions which could even be dropped off at a collection point or team members could collect personally.

### **Consultation at the Village Hall**

Depending on Covid-19 regulations in place at the time it was agreed that this is a particularly important part of the consultation. Many residents would prefer to attend face to face. The face to face consultation will depend on as mentioned is dependant on regulations coming out of lock-down. It was agreed that a socially distanced consultation could take place once a risk assessment had taken place.

The consultation could follow the following rules – appointment slots, limited numbers, cleaning between each appointment, hand sanitising stations, personal pens and paper for comments, a one way system through the hall and possible lateral flow testing of presentation members to reassure anyone attending.

All presentations will follow the agreed format.

It was agreed that if possible both the owner developer of Cyder House and Pigeon need to be invited to assist with the presentation. Details of the suggested site needed to be presented to residents for their thoughts on whether they wish these sites would be included or not.

#### **(ii) Tasks required to be completed for presentations.**

**Leaflet drop** – The following need to be completed for this format – leaflet produced, agree content, leaflet to be printed, arrange delivery, liaise with the magazine on delivery with magazine or hand delivery by group members.

**Zoom/Online Presentation** - The following need to be completed for this format – platform to be used, number of attendees at each presentation, how online users can respond and capture their feedback, how to include developers within the presentation,

**Consultation at Village Hall** - The following need to be completed for this format – village hall needs to be inspected for flow of a one way system, Covid-19 secure facilities, socially distance measures within the hall, spacing within the hall, risk assessment, understand regulations in place at the time, how residents can comment safely on the day.

#### **(iii) Agree Possible Dates**

It is hoped that the leaflet will be delivered, either via the magazine or delivered by hand, at the end of March. The village hall and Zoom/online presentations would be held hopefully be held after the Easter holidays. Firm dates will be discussed further at the next meeting.

#### **(iv) Agree who will Action Tasks**

**Leaflet Drop** – Stephen and Neil agreed to work on the leaflet to bring back to the next meeting. Stephen also agreed to produce an article for the next magazine informing members that consultations on site allocation would be held in the next few months. The leaflet will be an information leaflet instructing residents on the presentations. If residents cannot attend either presentation, then leaflet will include how to contact to ask questions. It was also agreed to place a larger article of perhaps 3 or 4 pages information residents of what will be included in the presentation.

**Zoom/Online Presentation** – Ben Lord agreed to investigate formats on how online presentations work and how residents can give feed back online. Mike offered to assist with this project. And investigate survey monkey.

**Village Hall Consultation** – Jan, Mandy and Ben Birrell agreed to meet at the village hall to assess how a covid socially distanced presentation could take place.

Pigeon and Cyder House would be approached about either producing a board or a video on their site allocation.

**5. Any Other Business**

A discussion was held on whether residents from other Parishes can comment on the site allocations. Stephen informed members that at the start of this process the District Council informed the group that only residents of this Parish could comment on the plan.

Stephen suggested including one site from Ixworth Thorpe in the groups preferred options. Advice had previously been received from various advisers who stated that Ixworth Thorpe site allocations could not be included as it did not have a settlement boundary. Stephen felt this should really be included within the consultation.

It was agreed to add a section or comment box on the possibility of a settlement boundary in Ixworth Thorpe. Residents could then offer their opinions of whether they felt this was acceptable to enable small infill sites of development.

**6. Date of the Next Meeting**

It was agreed to hold the next meeting on 3<sup>rd</sup> March 2021 at 7.30pm via Zoom.

**Actions**

Stephen & Neil – leaflet – magazine article – feedback form – larger presentation magazine article

Ben Lord & Mike – online format and online feedback

Jan, Ben Birrell and Mandy – Village Hall public consultation

Mandy – inform Pigeon and Chris on how group stands at present.

All agreed that the above actions would be completed, reports made and presented at the next meeting.

With no further business the meeting closed at 9pm.

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Signed

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Date