

Minutes of Ixworth & Ixworth Thorpe Neighbourhood Plan Working Group Meeting held on Wednesday 31st March 2021 at 7.30pm (Via Zoom)

Present;

Cllr Ben Birrell (Chairman), Dr Stephen Mann (Vice Chairman), Jan Boyd, Neil Phillips, Nick Laughton, Cllr Ben Lord and Cllr Terry Lilley.

Also: Mandy Adlington (Parish Clerk)

1. Apologies for Absence

Apologies were received from Mr Mike Jones and Cllr Wilson.

2. Minutes of the Previous Meetings

It was agreed by all present to sign the minutes of the previous meeting as a true record of the meeting held on 17th March 2021.

3. Public Consultation/Presentation – Receive Reports from Members

(i) Leaflet

The leaflet had been included within the magazine and members reported that some positive comments had been received. A box for residents to make comments had now been placed in the shop. It was mentioned that there had also been some comments on Facebook groups.

Mandy reported that the Parish Council (PC) had received an invoice from the magazine for £125 for printing and inclusion in the magazine.

(ii) Online Presentation

Ben Lord showed the members the suggested power point presentation for the online consultation. Ben had used the information contained in the leaflet to keep all platforms for the consultation the same. Stephen had completed some research on settlement boundaries and suggested this information is included in the online and village hall presentation. It was agreed by all present to add this information to the power point presentation and the notice boards for the village hall presentation.

Ben also informed members that he had investigated using Survey Monkey for online responses. The cost would be £99 per month on a rolling contract. It was agreed to set up the online survey to run from week beginning 12th April 2021 until Sunday 25th April 2021. Once the survey comments have been downloaded then the contract would be cancelled.

It was agreed that once the survey monkey was set up Ben Birrell and Ben Lord would advertise on all online platforms.

Residents would be required to request the joining instructions to attend the online presentation.

It was agreed to hold the online presentation on the evening of Monday 19th April 2021 at 7pm. The link would be sent to residents requesting it. It was felt that at this point only one presentation was required. However, it was agreed that depending on the numbers it may be necessary to hold another session.

It was agreed not to hold a question and answer section.

(iii) Village Hall Presentation

The group thought that subject to Covid-19 regulations a presentation would be possible over the weekend of 17th/18th April 2021. It was agreed to try to keep to only the 17th April 2021 if possible.

As from 12th April 2021 Community Halls can be open.

As previously agreed there would be an appointment booking system.

Each slot would be for single households only.(maximum 6)

Posters would contain the dates, a contact number and an email for residents to contact the group to arrange an appointment slot. Posters would be displayed on all the notice boards and in and around the Parish including shops etc. The poster would be designed, printed, laminated and distributed by Ben Lord. The posters needed to be printed and displayed as soon as possible.

It was agreed to hold a meeting on Thursday 15th April at 7pm to discuss the number of requests received and to allocate times for residents to attend. It would also be agreed at this meeting who would be contacting residents to inform them of their appointment time. At this meeting it would also be confirmed which members of the group would be in attendance.

The members of the group present on the would make sure all current rules are adhered by and sanitising stations, separate pens and comment cards would be available for anyone attending. Face masks would be required to be worn. Lateral flow Covid-19 tests would be undertaken by all members running the presentation prior to the presentation appointment slots. A one way system would be in place.

Pigeon had offered to supply display boards and print large posters of the information boards for the village hall presentation. It was agreed that Stephen would contact Pigeon to request if they were still happy to help with the printing and supplying the boards. It was agreed that two sets were required. If Pigeon were unable to assist with the printing, it was agreed by all present that Stephen could contact a printer to arrange this.

4. Discuss & Confirm Dates for Consultations

The following dates had been confirmed;

- Village Hall presentation – Saturday 17th April (possibility Sunday 18th April 2021) (9.30am to 3.30pm)
- Online presentation – Monday 19th April 2021
- Online Survey – week beginning 12th April 2021 until 25th April 2021.

It is hoped by all the group that Covid-19 restrictions will not alter, and that the village hall presentation will be able to go ahead.

5. A.O.B.

It was agreed to place an article in the magazine informing residents on the progress and next steps of the plan.

It was agreed that if possible, after consultation with Chris at Navigus, that the final draft plan would be able to be presented to the Parish Council at the end of May.

6. Confirm the Date of the Next Meeting

The date of the next full meeting was confirmed as 28th April 2021 at 7.30pm via Zoom.

With no further business the meeting closed at 9.20pm.

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Signed

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Date

Actions

Forward information on settlement boundaries to Ben Lord	Stephen
Forward all leaflet information to Mandy to include on website	Stephen.
Design, print, laminate, distribute the poster	Ben Lord.
Set up Survey Monkey	Ben Lord
Social Media Advertising (when all dates are confirmed)	Ben Lord and Ben Birrell
Speak with Pigeon re printing of boards	Stephen.
Online advertising	Ben & Ben
Write a magazine article	not agreed.

Discussion Points for the Next Meeting

Evaluate comments from consultations.
Discuss writing the final draft plan.
Discuss next steps re NP Consultant and developers