**Minutes of Neighborhood Plan Working Group Meeting – Tuesday 18th September 2018 held at Ixworth Village Hall, Ixworth opened 7.00pm, closed 8.30pm**

**Present -** Debra Reay (Chair), Tessa Stonehouse (V Chair), Stephen Mann (VH), Graeme Norris (PC Troston, Chair), John Rowe (PC), Adrian Harmer, Trina Godfrey, Nick Laughton (PC)

Ben Birrell (Late Arrival), Penny Dinwiddy (New Member) also, Alf Percival (NP Clerk)

**1. Approve and Sign Minutes**

NP Chair signed minutes as a true and accurate record of the previous meeting held 07.08.2018

**2. Matters Arising**

Thanks expressed by NP (Chair) for the efficient distribution of the NP leaflet by Alf Percival.

**3. Apologies for Absence**

Received from: Richard Courtnell, Sophia Wilson (PC Ix Thorpe), Ally Balaam (Ix Thorpe)

**4. Chair’s Report Update**

* NP (Chair) has held internal meetings with the following members of the NPWG to facilitate progress of the NP, Graeme Norris, Alf Percival, Tessa Stonehouse and Stephen Mann.
* Stephen Mann, owing to increasing demands associated with the Village Hall, will be stepping back from active participation with the NP but will assist whenever practicable if called upon.
* NP (Chair) and Trina Godfrey attended a meeting with Community Action Suffolk (CAS), to discuss a Housing Needs Analysis (HNA), Nick Laughton was unable to attend. The process normally takes 6 months, has a possible start date of January 2019 and (probable cost £3000).To help determine the most relevant future housing development mix. This is a formalised process, managed by CAS, has a proven track record with a 30-40% community response rate, across multiple occupants in a single household and is supported by the BC. CAS also outlined an element of planning legislation that allows for new build properties to be allocated only to buyers with “local” connections, with a min of 20% of the property equity held in trust, which will guarantee future resale only to buyers with “local” connections. A HNA could provide an indication if this planning legislation was relevant in respect of future planning applications. NP needs to decide soon whether to commission a HNA, decline having one, or have another meeting with CAS to ascertain full details of what involved, timing and firm costs.

John Rowe asked if funds were available to undertake the HNA. NP (Chair) made the NPWG that Mandy Adlington (PC Clerk) had been keeping her aware of the NP budget, there was £4500 available for such a survey and additional funds could be applied for from March 2019.

Stephen Mann put forward a proposition that the NP should proceed with a HNA ASAP.

It was agreed that Nick Laughton would conduct further enquiries into a HNA

**(Action)** Nick Laughton, will investigate further and report back to the NP at the next meeting,

Nick will also investigate with his contacts at Suffolk Housing Association awareness of the legislation and its practicalities for providing properties to buyers only with “local” connections.

* NP (Chair & V Chair) met with Consultant (Chris Bowden – Navigus Planning) to discuss the Project Plan that was being developed and determine where in relation to this he would be most useful to the NPWG. He provided more “technical” advice about the questionnaire programme. NP (Chair) suggested inviting the Consultant to the next NPWG meeting so that he could advise the group about the areas he would be working on.

**(Action)** NP (Chair) to invite Consultant to next NPWG meeting

Details of what was discussed with the Consultant and his responses have been received by the NP (Chair) and will be added to the NP website shortly.

John Rowe asked that we receive more formal written progress from the Consultant in future.

NP (Chair) confirmed that in future the Consultant would be providing formalised reports providing qualified explanations of his recommendations to specific elements within the Project Plan.

* NP (Chair) is also seeking a presentation from the Parish Council to the NPWG to include:

Development agendas for the Parish

Relationships that are being formed

Infrastructure priorities

* Pigeon Developers requested another meeting, their brief did not indicate anything new to discuss from their previous meeting. The view was not to agree to anything at this early stage of the NP project. Any meetings for transparency should be minuted and should not be conducted at the developer’s premises. However, the NPWG should maintain a watching brief regarding Pigeon’s aspirations to work with the NPWG. Any further meetings are ruled out for now
* NP (Chair) had a meeting with Suffolk Wildlife Trust (NP Environmental interests), to discuss the major resources just beyond the Parish boundary and how they may be incorporated within the NP.

**5. Progress Report and sign off on First Questionnaire**

**6. Project Plan (Sept 2018) for discussion, improvement and action**

**7. Progress Report Web Presence**

**8. Future Meeting Schedule (including date of next meeting)**

**9. Any other Business**

None to report

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**Signed, NP Chair – Debra Reay Date**