

## **BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes**

**Tuesday, 24 October 2017**

The Bell Inn

*(Actions in italics.)*

- 1) Welcome – sign in attendance and apologies for absence.

Present – Jo Broadbent, Robin Brown, Sue Coe, Clive Matthews, Di Maywhort, Phil Schofield, William Sargeant and Leeann Jackson-Eve (Parish Clerk).

Apologies from Des Bavington Lowe, Jordan Fox and Kevin Parsons.

- 2) Briefing on People and Population Data.

It was agreed that the draft report was thorough and extremely well presented. Jo would be adding some information about benefit claimants and crime statistics and would send out the amended report for comments in early-mid November. It was agreed that the Key Points would be integrated into the main document.

- 3) Review of meeting on 13 October with Alison Farmer – Landscape Appraisal.

Alison had discussed her approach to the Appraisal and what the rough framework would be, as well as asking for information she needed from the SG. She was particularly interested in current development sites and sites put forward for allocation in the Local Plan. It had been agreed that she would provide a draft report in early-mid December.

The meeting on the 13<sup>th</sup> had been followed up by a tour of the villages on 20 October. One issue that had been discussed was the entrance to the proposed development off Diss Road, opposite Tollgate House. Alison did not favour a roundabout as an alternative as it would be too “urban” and would detract from the “gateway” feel. She had talked about the linear nature of the village with secondary roads like Chapel Lane and Back Hills running parallel to The Street with two entrances, and others perpendicular to The Street. It was suggested that a secondary road running through the new development might also exit onto Mill Road North, creating another roughly parallel road. The access could also be designed with elements of the countryside, including hedges, to help it blend in.

*Alison had requested old pictures around Tollgate House. William to ask owner.*

*Leeann to send copies of “A Walk through Botesdale” and “A Walk through Rickingham” to Alison. An 1803 map on p33 of the Botesdale book showed the original layout of Tollgate House and its surroundings.*

*Sue would pass on emails from William/Di about the Tollgate House entrance and ask Alison to call them for more information.*

- 4) Survey Monkey Data.

It was noted that Lucy Bishop was keen to do something with the survey results.

*Leeann to ask her to write a summary of the results.*

- 5) Progress on review of Joint Local Plan Consultation Document.

William had emailed a first draft of the joint response from Botesdale and Rickingham PCs and the Steering Group and was requesting feedback within two weeks. It was agreed that the assessment of services was best done as a group.

*Leeann to put Local Plan Consultation documents on Dropbox.*

*Everyone to reply to William with comments by 6 November.*

- 6) Review of meeting on 18 October with MSDC (Paul Munson, Andrea McMillan – Planning Policy, Paul Bryant – NHP Liaison).

The meeting had highlighted the potential for periods of inactivity as most of the later tasks would be carried out by MSDC.

- 7) Finances.

The update on income and expenditure was noted along with some small amendments in the format of the spreadsheet. As the grant from Locality could not be used to pay existing staff, the PCs would need to budget for around £1250 each for the NHP in 2018/19.

*Leeann to amend the spreadsheet and add to Dropbox and include the necessary amounts in the PCs' budgets.*

- 8) Timetable for NHP.

It was agreed that three months was sufficient to write the Plan, starting in January 2018, and everything could be moved forward two months from that point giving a completion date of Jan – Feb 2019. It was agreed to sub-divide the draft plan preparation.

It was noted that site allocation assessment would need to be completed before the end of December and site visits were arranged for Sunday, 3 December at 1pm. There would then need to be some form of public consultation on the results which would include information from the Landscape and Heritage Appraisals, as well as the technical site assessments from AECOM. It was agreed to see whether this would fit a double-side A4 sheet which could be delivered to every household. A consultation meeting / Forum meeting would be arranged for Wednesday, 10 January at 7.30pm. The handout and the meeting would be advertised in the next parish magazine, which had a copy deadline of 6 November.

*Leeann to ask MSDC when the SEA assessment could be carried out.*

*Leeann to arrange a venue for 3 December and 10 January meetings and advertisement.*

*Leeann to amend the timetable and put on Dropbox.*

- 9) Meeting with Ian Poole.

It was agreed to offer Ian several dates in early November which could double as an SG meeting (see item 11) and to ask him what he needed from the SG to enable him to complete the draft Plan by the end of March 2018.

*Leeann to liaise with Ian.*

- 10) Any other Business.

There was a new development site of four houses on Diss Road next to the village hall.

- 11) Date and location of next meeting.

Steering Group – Tuesday, 14 November at 7.00pm, The Bell Inn.

Meeting closed at 9.25.