

## **BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN - Forum Meeting Minutes**

**Monday 30 January 2017**

Botesdale Village Hall

Numbers follow agenda items.

1) Welcome – sign in attendance -

32 people signed into this meeting, and there were also apologies sent via email.

2) Open Meeting – 18 January

Attendance of the Open Meeting of 18<sup>th</sup> January was reported on – with 70 + attendees , with some people from other parishes (Walsham-le -Willows & Hinderclay parish councillors) and some others not completing an attendance form. Over 30 people offered to be on the Neighbourhood Forum plus another up to 20 people offered help with leafletting/ surveys and other tasks (as those task become clear).

- The grant application discussed at the Open Meeting has not been missed. Applications for 2017-18 can be made from 1<sup>st</sup> February 2017. More than one grant application can be made per year and there is potential funding available of £9000 and possibly a further £6000 available as we are a forum rather than a single parish.
- It was noted that conflicts of interest should be declared.
- The notes of the meeting were circulated and accepted as an accurate report.

3) Area to be covered by the Neighbourhood Plan

The question of whether the plan should include Hinderclay & Redgrave was discussed, the consensus was that it should be Botesdale & Rickinghall only.

- Whilst the larger land bids (2h +) are all around the main settlement area, the complex parish boundaries were highlighted by discussions about Allwood Green, Botesdale Common and the Street. The consensus of the meeting was that the Neighbourhood Plan area should be delineated by the Parish Boundaries. of Rickinghall Inferior, Superior & Botesdale.

4) Name, Organisation and Constitution of the Neighbourhood Plan Forum

The name was agreed as Botesdale and Rickinghall Neighbourhood Plan Forum.

- The draft constitution from the My Community/ Locality website can be used as a basis to develop a constitution for the Forum, once a Steering Committee set up.

5) Discussion of Stages of plan development

William Sargeant recommended a reading list and noted that training courses may be available.

- In order that we understand what the plan has to comply with, we need to read the MSDC Core Strategy Development Plan 2008, and see guidance on the expectations for Key Service Centres, as this is the designation given to Botesdale and Rickinghall settlement by MSDC.
- Planning context - The National Planning Policy Framework – Communities and Local Government
- <http://mycommunity.org.uk/take-action/neighbourhood-planning/>
- [www.cpre.org.uk](http://www.cpre.org.uk) How to shape where you live: a guide to neighbourhood planning – Campaign to Protect Rural England.
- As part of the plan, affordable housing can be designated as a requirement and in that case links with Housing Associations and developers would be needed.

6) Engagement – register an interest – identify skills.

The Community Infrastructure Levy (CIL) – it was noted that with a Neighbourhood Development Plan, the proportion of CIL funding which goes directly to the Village Parish Councils, increases from 15% to 25%. Which could result in £1000s extra resources for the community.

7) Nominate Steering Group

Seven members of the Forum offered to be on the Steering Committee, including one parish councilor from Rickinghall and one from Botesdale, – being

Lucy Bishop, Desmond Bavington Lowe (PC), Alan Dunsire from Botesdale

Jo Broadbent, Robin Brown (PC), Sue Coe, Clive Matthews from Rickinghall

8) Summary and Conclusions

The first meeting of the Steering Group will be 7.30pm Hamblyn House, on February 9<sup>th</sup>

9) Actions – what, who, when

The chairs of parish councils offered initial help with finance, if needed, for the steering group, eg for stationery.

A report should go into the next Parish Magazine about the B & R Neighbourhood Plan. A web page linked to both Parish Council websites should be created to host information, a facebook page, email communications via different groups, a stall at the farmers market and meetings at different times (not always on a weekday evening) were put forward as ways of getting information out to villagers and increasing participation in the Neighbourhood Plan Forum.

10) Date of next meeting

Next Forum meeting will be in March, date and venue to be decided by the Steering Committee.