

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Monday, 27 February 2017

The Bell Inn, Rickingham

Numbers follow agenda items. (*Actions in italics.*)

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

Present – Des Bavington Lowe, Robin Brown, Sue Coe, Alan Dunsire, Clive Matthews and Leeann Jackson-Eve (Parish Clerk). Jordan Fox and Kevin Parson had joined the Steering Group.

Apologies from Jo Broadbent.

- 2) Minutes of last meeting and matters arising.

The minutes were noted as a correct record. There were no matters arising.

- 3) Vote of thanks to Sue for excellent reply to Mr Madell.

This was given.

- 4) Update on responses from possible consultants.

Leeann had circulated an email from Mark Thompson at Small Fish outlining what they felt they could contribute to the process and noting that they worked in partnership with Parker Planning Services, led by Jason Parker. It was agreed to ask them to quote on the basis of the email.

Ian Poole from Places4People Planning Consultancy had given a presentation before the Steering Group meeting to ascertain the level of support needed and would be presenting a quote in two weeks' time.

Leeann to request the quote from Small Fish.

- 5) Report on website.

- a) Level of information on SG – It was agreed that the names of SG members would be listed. *Leeann to add.*
- b) Addition of a logo – *Leeann to add the front page when available.*
- c) Addition of minutes – *Leeann to add these including previous meetings of the SG and public meetings in January. Sue to email previous minutes to Leeann.*
- d) Dates and locations of meetings – *Leeann to add as received.*

- 6) Monthly report of Steering Group to Botesdale and Rickingham PCs and inclusion in the Parish Magazine?

It was agreed that Leeann would add any SG minutes to the agenda and Robin and Des would each give a verbal report to their PC. This would be included in the monthly PC write-up in the parish magazine.

- 7) Terms of reference for Steering Group.

Leeann had circulated examples of terms of reference from Woolpit and Newmarket, both of which were considered to have useful points.

It was agreed that Sue would draft the terms of reference and circulate them before the next meeting.

- 8) Design of logo and discussion of leaflet questions circulated by RB.

It was noted that there were apps and online facilities to produce basic logos.

Leeann to send other NP logos to Jordan who would use an app to produce some examples.

The SG went through the leaflet FAQ questions and suggested changes to the format and content. It was agreed to group questions starting with an explanation of what a NP was and why Botesdale and Rickinghall are a Key Service Centre and then to explain what a NP could and couldn't do, including information/questions about development in the villages. This would be followed by answering more practical questions about SG and parish council involvement, cost, grants, length of time to produce the plan and ending with information about getting involved. The map of the boundaries would be available. There was also a sign-up sheet and it was agreed to ask for addresses in order to get an idea of the spread of forum members through the villages. These materials would be used at future consultation including the Farmers' Market and Co-op drop-in events.

Leeann to ask MSDC about reproduction of the map. Robin to make changes to the materials.

9) Directory of companies within the NP boundaries.

Alan, Clive and Sue had started a list of businesses in the villages from various sources. It was noted that Endole.co.uk could supply a list of all registered businesses in the area for a small fee.

- a) How are we going to store and reference this information? Data protection implications? It was agreed that a database would be created containing only publicly available information.
- b) What are we going to do with the information? This would be used solely for contacting businesses about the NP in order to further community involvement.
- c) Who will take ownership of this? Clive and Alan agreed to be the business leads within the SG.

Clive and Alan to pull together all business information for the database – Clive to purchase list from Endole.

10) Volunteers for the stand at the Farmers' Market on 11 March and Co-op on 18 March.

*Clive, Robin and Rosemary Jones would attend the Farmers' Market.
Sue and Tina Worby would attend the Co-op event.*

11) Any other business.

Leeann had circulated the draft designated area application and it was agreed to submit this once it had been agreed by the PCs and signed by the Chairmen.

Leeann to submit to MSDC.

12) Date and location of next meeting.

Steering Group – Meeting Room of the Bell on Tuesday, 21 March at 7.30pm.
Forum – Rickinghall Village Hall on Thursday, 30 March at 7.30pm

Meeting closed at 9.20.

Thanks to the Bell Inn for letting us use the meeting room.