

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Monday, 21 March 2017

The Bell Inn, Rickingham

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

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

Present – Robin Brown, Sue Coe, Alan Dunsire, Jordan Fox, Clive Matthews, Kevin Parson and Leeann Jackson-Eve (Parish Clerk).

Apologies from Des Bavington Lowe.

- 2) Minutes of last meeting and matters arising.

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

- 3) Update on responses from possible consultants.

There were two quotes – from Small Fish for £10,500, reduced to £8,400 with a discount of £2,100 offered, and from Places4People for £10,833. It was agreed that everyone would look at the quotes and send pros/cons/opinions to Robin. The final decision would be made at a brief SG meeting following the Forum meeting on 30 March.

Robin to collate responses.

- 4) Report on website.

It was agreed that the websites were well-laid out and provided a good level of information.

- 5) Adoption of the BRNP by Botesdale and Rickingham PCs.

It was confirmed that both PCs had agreed to the drafting of the NP, with Rickingham PC taking the lead and managing the finances. Leeann would be paid by Rickingham PC for related administrative work.

- 6) Neighbourhood Plan – update on Mid Suffolk response

This referred to the submission of the designated area application. The application was submitted in early March and was issued a consultation start date of 15 March, to run until 4pm on 28 April. A page for Botesdale/Rickingham had been created on Mid Suffolk's website.

- 7) Design of logo.

Jordan circulated examples of logos which were discussed in detail. It was agreed to make some small amendments to four designs and circulate them for a final decision.

Jordan to amend designs and circulate.

- 8) Directory of companies within the NP boundaries.

- a) Update: The information on registered businesses had been downloaded from Endole.co.uk at a cost of £28, resulting in a list of 60 more companies. Different categories of businesses – registered, self-employed, etc – could possibly be kept on separate tabs on the database. It was agreed that it would be difficult to capture info on sole traders other than by word of mouth. A community group list could also be considered.

- b) Next steps: At the next meeting the SG would discuss what to do with the information, what was needed from businesses and how to approach them.

Clive and Alan to continue pull together all business information for the database – any information on sole traders / self-employed to be sent to Alan.

9) Report on the Farmers' Market stand on 11 March.

About 12 people had signed up to be kept informed. It was agreed to have another stand on 13 May.

Robin to send a copy of the list to Leeann.

10) Volunteers for Co-op 25 March.

Robin had contacted the Co-op and would provide a table and materials.

Robin and possibly Jordan to attend 8-10 am and Sue and Tina Wilby from 10-12 noon.

11) Any other business.

The Forum would update on the designated area application, website, logo, Co-op/FM consultations and the quotes from consultant.

The next Steering Group meeting would discuss ways to involve the community.

It was noted that James Smith, a governor at the school, had agreed to be the school liaison.

It was agreed to try to find out more information about potential development in the villages, i.e. numbers of new houses.

Sue to circulate NP timeline. Robin to set up a meeting with Phil Isbell, MSDC Head of Planning.

12) Date and location of next meeting.

Forum – Rickinghall Village Hall on Thursday, 30 March at 7.30pm

Steering Group – Rickinghall Village Hall on Thursday, 30 March after the Forum meeting.

Steering Group – Meeting Room of the Bell on Monday, 10 April at 7.30pm.

Meeting closed at 9.10.

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