

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Monday, 10 April 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 (arrived late), Alan Dunsire, Clive Matthews and Leeann Jackson-Eve (Parish Clerk).

Apologies from Jordan Fox and Kevin Parson.

- 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.

The final decision had been made to appoint Places 4 People (P4P) at the SG meeting following the Forum meeting on 30 March. Leeann had notified Small Fish and had asked Ian Poole of P4P whether costs could be reduced. He was out of the office but had agreed to come back after Easter with options for shaving costs.

Leeann to follow up.

- 4) Neighbourhood Plan – update on Mid Suffolk response.

The consultation on the designated area application would run until 28 April.

- 5) Report on the Co-op stand on 25 March.

Forty signatures had been received at this consultation which was very encouraging. Many had not heard of the NHP. Future opportunities for consultation were discussed and it was agreed to have a stand at the Plant Sale on the Market Place on 22 April and possibly at Robin's house for the Garage Sale Trail on 13 May and at the Botesdale Village Hall for the Open Gardens event on 14 May.

Leeann to request tables at these events.

- 6) Bury St Edmunds Town Centre Masterplan.

Robin showed the SG a leaflet and questionnaire for the above as an example of consultation material. It was agreed to keep them on file.

- 7) Design of logo, presentation package and signage.

Jordan had amended the designs and the final decision had been made at the SG meeting following the Forum meeting on 30 March. It was agreed to start looking at producing some presentation items.

Robin to circulate final design and go to Dissigns to investigate options for a banner. Sue to talk to Zangmo about graphic design for presentation items.

- 8) Directory of companies within the NP boundaries.

- a) Update: Alan had circulated the latest list by email, divided into Botesdale/Rickingham businesses. Local organisations and groups would be added next.

- b) Gathering evidence: It was agreed to ask the consultant for a list of evidence needed.

- c) Allocation of sections of the community and creating a timeline: It was agreed that a timeline was needed to see the stages and progression easily and quickly. MS Project was suggested but this would probably be too expensive. However, there were examples used by other NHPs.

Clive and Alan to continue pull together all information for the database. Sue to add Co-op and Farmer's Market names to the Forum list. Leeann to email an example of a timeline and ask Ian Poole (P4P) for evidence list.

- 9) Request by Redgrave for possible inclusion in the NHP.

It was noted that Redgrave had been aware of and invited to the initial consultation in January and that including Redgrave would mean repeating the early consultation both in Bot/Rick and in Redgrave. The designated area application would have to be withdrawn and resubmitted if Redgrave were added. It was agreed that the estimated delay of 4-5 months was unacceptable and the request should be refused.

Robin to write to Redgrave PC to notify of the SG's decision.

- 10) Housing Needs Survey – investigation of options.

It was agreed that this needed to be carried out quickly to also inform developing happening now. Ideally the survey would be distributed in June with a deadline before the school holidays but the parish magazine's editing deadlines might not allow distribution through the magazine. Leeann had spoken to Paul Bryant at MSDC and confirmed that they did not offer a service to carry out the surveys needed for the NHP. Community Action Suffolk had arranged surveys for a number of NHPs and gave an estimate of £2,500 for a village with 200 households. The costs included £1 per household for printing and stationery, £1.75 per date input for each survey (expected rate of return 30-40%) and £2,000 for a summary report and a full report. It was agreed to try to get three quotes and ask those quoting to submit template documents and timescales. Ian Poole (P4P) would need to be notified that the SG was considering hiring a professional for the work and it was suggested that he be invited to the next meeting of the SG. It was suggested that prizes be offered to generate a higher rate of reply.

Leeann to get quotes and contact P4P. Sue to email the Forum to ask about prizes and help with distribution of surveys if needed.

- 11) Any other business.

It was agreed to ask Diana Maywhort about putting together the history section of the NHP.

Other contacts - other Key Service Centres, Llanover estate and Philip Isbell at MSDC.

Robin to make these contacts. Leeann to email A Preston's details (for info about Llanover estate).

- 12) Date and location of next meeting.

Steering Group – Meeting Room of the Bell on Monday, 4 May at 7.30pm.

Meeting closed at 9.15.

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