

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Monday, 26 June 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, and Leeann Jackson-Eve (Parish Clerk), Ian Poole (P4P Consultant) and Phil Schofield.

Apologies from Clive Matthews, Jo Broadbent, Jordan Fox and Kevin Parsons.

2) Minutes of last meeting.

The minutes were noted as a correct record.

3) Newsletter update.

Sue reported that she had sent out the progress report to the 160+ people on the volunteer list.

4) Task List update

- Funding: A grant of £7,441 had been secured for Phases 1-4 of the project. A second application could be submitted for the final two phases. The application to Locality had also secured a technical support package for site allocations. More funding might be needed for the landscape appraisal and additional survey printing costs (*Leeann to make applications*).
- Draft Housing and Household questionnaires: The draft of the Household and Housing Needs surveys had been circulated and several amendments had been made. The cost of each survey would be £1.50 and 1000 copies would be ordered. The Youth survey would cost £0.30 per copy and 1000 would be ordered. The Business survey would also cost £0.30 per copy and 200 would be ordered. *Leeann* would give distribution lists to Sue and Alan and they would arrange volunteer distribution of the survey between 9-16 July with a deadline of return by 28 July. Samples would be available for the drop-in event. *Robin* would arrange for a box at the Co-op.
- Drop-in event on 8 July: Ian, Des, Robin and Alan would attend the event and Sue would be there in the morning. The Bell would provide a marquee and refreshments for a fee and Ian would provide the display boards and other supplies. *Leeann* would borrow four tables from the village hall.
- Landscape Appraisal: The quote from Alison Farmer was for £4,950. It was agreed to ask her to revise the quote removing the Sensitivity Assessment and to find out whether this could be provided as part of the technical support package secured from Locality (*Leeann*).

5) Estate Agents' Boards.

Robin had arranged for boards from Stones and Parsons to advertise the drop-in event.

6) Any other business.

It was agreed to purchase copies of DM's books on the history of the villages for the character appraisal.

Robin purchased.

7) Date and location of next meeting.

Steering Group – Main Hall of Botesdale Village Hall on Monday, 17 July at 7.30pm.

Meeting closed at 9.30.

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