

## **BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes**

**Monday, 25 September 2017**

Hamblyn House, The Street

*(Actions in italics.)*

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

Present – Des Bavington Lowe, Robin Brown, Sue Coe (part), Di Maywhort, Phil Schofield, William Sargeant and Leeann Jackson-Eve (Parish Clerk).

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

It was noted that Alan Dunsire will no longer sit on the Steering Group and the Group expressed its thanks for all his work on the Plan.

- 2) Funding applications and Landscape Appraisal.

The £4,950 grant for the landscape appraisal has been agreed and Alison Farmer has been notified. A “start-up” meeting with Ms Farmer has been arranged for 10am on 13 October.

- 3) People and Population Data and Report.

As Jo wasn't present, everyone will review the draft report before the next meeting.

- 4) BRNP Village Surveys.

All data from the surveys has now been entered on Survey Monkey and Leeann had circulated the basic reports produced on the SM website. It was noted that there had been some comment input but it wasn't immediately useful. However, it was likely that quotes could be pulled to flesh out sections of the plan. Some next steps were agreed:

1. Housing requirement data could be useful to the parish councils, i.e. for planning applications and the response to Local Plan consultation. *William to pull out this info.*
2. There was one response to the Call for Sites from Elved Harvey which was behind the Greenacres site on Garden House Lane. This has been sent to AECOM (carrying out the technical package from grant funders for site allocation assessment) along with the sites submitted to MSDC. *Steering Group to form its own view of the acceptability of sites.*
3. It was agreed that affordable housing will be a key issue and housing associations should be approached along with the other stakeholders (see 9).
4. It was agreed to talk to SCC about plans for their site off Rectory Hill. *Leeann to ask Jessica Fleming for a contact.*
5. It would be useful to ask Ian Poole to come to the next meeting to talk about next steps. *Leeann to invite.*

- 5) Meeting with Tom Barker, MSDC Assistant Director Planning for Growth on 22<sup>nd</sup> August 2017 at 10am and subsequent correspondence between William Sargeant and Philip Isbell.

There had been a lot of discussions about a cumulative approach to considering planning applications. *William to send the meeting report and emails to Leeann for circulation.*

Traffic/parking was clearly a top issue and a holistic review is needed. *Sue to ask in newsletter for someone with civil engineering experience to be followed up in parish magazine if necessary.*

6) Review of the Joint Local Plan.

Questions asked - can we achieve a consistent review (NP steering group & PC's)? Which sections should we concentrate on? Go through index initially 5 minutes?

1. Housing OAN
2. Spatial distribution
3. Assessment of services etc. for core village, key service centre. MSDC have admitted that this was carried out as a desktop survey and will be inaccurate. They have requested feedback.
4. Settlement Boundaries
5. SHELAA - sites included and excluded - identify local preference priority scheduling.

*All to review Local Plan and confirm above or propose additions.*

7) Evidence useful to the Parish Councils in the review of planning applications (until the Joint Local Plan and our Neighbourhood Plan are completed).

See 4.1. It was agreed that it will be important to review and verify the results so that they can stand alone as evidence.

8) Meeting with MSDC at 7pm on 18 October to discuss relationship of Local Plan to NHP.

This will take place at Botesdale Village Hall and all Steering Group members potentially to attend.  
*William to request a copy of the agenda to assess appropriate attendance.*

9) Contact with local stakeholders, e.g. School (Governors), Health Centre (Practice Manager) and local landowners.

It was agreed that the Steering Group does not have the information ready to proceed with this. *Robin to produce a list of questions and prepare correspondence.*

10) NHP information on the parish council websites.

*Leeann to add a bullet point summary of the stages along with a target completion date on the Progress to Date pages.*

11) Any other Business.

*William to send policies relevant to Change of Use of Newsagent to Leeann for circulation.*

12) Date and location of next meeting.

Steering Group – Tuesday, 24 October at 7.30pm, The Bell Inn.

Meeting closed at 9.30.