

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Thursday, 15 March 2018

The Bell Inn

(Actions in italics.)

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

Present – Clive Matthews, Di Maywhort, Phil Schofield, William Sargeant and Leeann Jackson-Eve (Parish Clerk).

Apologies from Des Bavington Lowe, Jo Broadbent, Robin Brown and Sue Coe.

- 2) Design Code/Concepts.

AECOM had asked the SG to consider which approach to take:

- a) Some layouts for the sites that were being allocated, demonstrating how they may be laid out and deal with open space, parking, house type, access etc
- b) Some more general guidance, perhaps using some of the sites to illustrate the design principles

The SG favoured the second approach as more helpful for future detailed applications. The following sites – a combination of sites identified in MSDC's SHELAA and assessed by AECOM, and sites which had been the subject of recent planning applications – were identified as most likely to benefit from that treatment:

AECOM Site 1 – In conjunction with planning application DC/17/02760

AECOM Site 2

AECOM Site 5 – In conjunction with planning application 3858/16

Planning application 2798/16

Planning application DC/17/02657

Where there was a planning application located on one of the AECOM sites, they would be asked to address the wider site according to their previous assessment, as well as the planning application site. The latter should be aiming to inform the PCs' response to a detailed application in due course.

With the planning application on AECOM Site 1, the Steering Group would ask AECOM to look at the advisability of extending the access road down to Mill Road North to create another "back road" and ease pressure on the proposed access off Diss Road. With AECOM Site 2, the Steering Group was not convinced 10 houses could fit comfortably in the gap as proposed and noted that both the Landscape Appraisal and Historic Character assessment (still in rough draft) advised against filling the only remaining gap to the countryside. The SG would ask AECOM whether there were any other suggestions for that site.

Leeann to offer several dates to AECOM for a site visit – 11am on 29 March at The Bell confirmed.

- 3) Heritage Character Assessment.

This was in rough draft and would be circulated on 23 March.

- 4) Community Engagement.

Botesdale PC had decided to focus on the NHP in the annual newsletter, the Botesdale Bugle, and had requested a report from the SG and the use of Phil's "ongoing development" diagram for the cover. It was agreed that a general article on the NHP would be suitable for the Bugle. The PC had also suggested that an article with an update on progress should go in the Parish magazine and the SG agreed that it might be useful to increase community engagement in the run-up to the referendum, starting with an article each month from the May magazine. The first would be a general update and subsequent articles would focus on the supporting documents, i.e. survey results, landscape and heritage appraisals, population data, etc.

It was suggested that the SG keep a record of community events, including going back and completing forms for older events. Phil had drafted a record template and had completed it for the Forum meeting.

Phil to provide a suitable version of the development diagram and write the articles for the Bugle and the first parish magazine report. He would also arrange space in the magazine.

Phil to circulate the community engagement record template and the following to complete records:

Farmer's Market Stall – Clive

Co-op Stall – William

The Bell Event – Leeann

Open Gardens Stall – Sue

5) Accounts Update.

It was noted that the budget for the NHP was on track. When the grant programme opened again in April, an application could be made for the remainder of the consultancy fees.

6) Designated Green Spaces.

It was agreed to start a list on Dropbox which everyone could add to.

Leeann to start the list for Dropbox.

7) Community Actions and Infrastructure Investment Plan (IIP).

Jo had emailed to suggest improved cycle paths, an outdoor gym and a village fete fund. It was thought that it might be very challenging to establish cycle routes with links outside the parish but something like the path to Redgrave could be enhanced and tied in with school routes. An outdoor gym could be in the IIP. Jo had also suggesting looking at the Town and Country Planning Authority's healthy planning guides for ideas. <https://www.tcpa.org.uk/healthyplanning>

Leeann to start a list on Dropbox on which everyone could add ideas.

8) Drafting Plan

Ian had reported via email that he send any questions that came up while writing the Plan to Leeann.

9) Any other Business.

The wrong version of the Landscape Appraisal was on the website. A correction was also needed within the appraisal.

The Timeline had slipped and needed to be updated.

William had received contact details from Country Councillor Jessica Fleming for Robert Feakes at Suffolk County Council, who could advise on the County Council's strategy and plans for a site owned by SCC in Rickinghall, South of The Street and East of Rectory Hill, referred to in the SHLAA as BOT/RIC02.

Leeann to ask Alison to make the amendment and put the updated version on the website.

Leeann to update the timeline.

William to write to Robert Feakes.

10) Date and location of next meetings.

Steering Group – Tuesday, Wednesday or Thursday on week of 16 April at 7.30pm, The Bell Inn

Meeting closed at 9.30pm.