

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

**Tuesday, 17 April 2018**

The Bell Inn

*(Actions in italics.)*

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

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

Apologies from Clive Matthews and Jo Broadbent.

- 2) AECOM Meeting.

William, Sue and Leeann had met Mark Hughes and Simona Palmieri of AECOM to discuss what the Steering Group wanted out of the “design code” technical package. Some more general guidance on design principles for new development and more detailed suggestions for specific sites were requested. The group walked around Botesdale and Rickinghall for several hours following an initial discussion at The Bell. Thanks to William for continuing the discussion over lunch afterwards!

Leeann had then forwarded to AECOM all the documents they might need and had obtained landowner consent for all but one of the sites so that AECOM could discuss the sites directly with them.

The work was likely to be complete around the end of May.

- 3) Draft Neighbourhood Plan.

Ian explained that this was a very early draft and had some noticeable gaps. More work needed to be done on policies and objectives. The Steering Group discussed:

- Expected housing numbers – It was noted that there was a consultation document out now on how to calculate housing need so housing calculations were likely to change due to changes in policy. There was likely to be a small uplift in numbers. As of yet the numbers had not been tested as they were not in the Local Plan; they would eventually be tested by a planning Inspector. Ian had requested that MSDC comment on the draft numbers in the NHP – a total of 210 to 2036.
- Site allocations – these were usually sites of 10 or more houses and there was the option to identify a reserve site if there was the need for additional housing in future. This could be considered further after the AECOM report.
- Housing supply – a new annual monitoring report was due in early May.
- Cordon Sanitaire – the open space could be allocated as a Designated Green Area to prevent development creeping into it.
- Affordable housing – A policy could be added to the NHP about the acceptability of affordable housing outside the settlement boundary (rural exception sites), with a clause specifying the type of local connection necessary to access it. There could be a community action related to achieving additional affordable housing, e.g. setting up a Community Land Trust.
- Housing mix – There was a disproportionately low level of 3-bed homes and this was addressed in a policy on the mix of housing.
- Employment – Might include a policy on the conversion of redundant farm buildings.
- Natural environment – Government was redefining what a “special landscape area” was and there were now “areas of local landscape sensitivity”. It wasn’t clear whether these would be retained in Local Plans so they were being added into NHPs.
- Local green spaces – the list on Dropbox needed to be added to. This was effectively meant to be “green belt” to prevent development. It was recommended that playing fields not be included as this would even prevent the addition of changing rooms or car parking areas. Those would be “recreational open space”.

- Historic environment building design – this would be reviewed in light of the character appraisal. It was possible that the Suffolk Historic Buildings Group could help with a local listing and a grant sought to employ someone to do it.
- Service & facilities – Designating these as Assets of Community Value could be a community action. It would be useful to have a map in the NHP.

*Ian to send a form for assessment of Local Green Spaces.*

*Phil to make a map of services and facilities.*

*Community Actions – looks at household survey and pick out wants. Revisit village appraisal to see what hasn't been delivered.*

*Ask Forum for photos.*

*All the read the draft NHP and feed back comments by the next meeting. Hard copy marking requested.*

4) Review of Timeline.

It was agreed to shoot for finishing the draft plan prep by the end of May.

5) Any other Business.

The parish magazine article was ready to go in the May magazine. It was agreed to use the space to prepare the public for the referendum – to summarise why and what was being done.

The even summaries would be incorporated into a consultation statement, which would include surveys.

Hedgerow Survey – look at Lawshall for how to incorporate.

*Phil to update consultation statement.*

6) Date and location of next meetings.

Steering Group – Tuesday, 8 May at 7.30pm, The Bell Inn

Meeting closed at 9.50pm.