

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

Tuesday, 8 May 2018

The Bell Inn

(Actions in *italics*.)

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

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

Apologies from Jo Broadbent.

- 2) David Gooding – Development in Garden House Lane.

At Robin's invitation, Mr Gooding presented his thoughts on a possible development at the south west end of Garden House Lane on a property owned by two sisters who were non-residents. They were considering two 5-bed executive homes with equestrian facilities.

- 3) Hastoe Homes.

Hastoe Homes had been invited to the meeting but had not replied.

***William to follow up.***

- 4) Draft Neighbourhood Plan.

The Group had a free-ranging discussion about points in the NHP draft. Ian asked for ONE set of agreed comments on the latest draft, which had been circulated on 7 May.

- The settlement boundary will be altered to take in all new permissions. As part of the consultation with MSDC, the SG will get them to agree to our version so will need to make sure the settlement boundary contains everything we intend to include.
- Noted that the Local Plan will now be required to update every five years so NHP may have the same requirement.
- Noted that the Local List could be included as a list of properties to investigate for inclusion in the Plan as Locally Listed buildings.
- Sue has photographers who can take photos for the NHP, etc. ***Send a list of shots.***
- It would be desirable to identify trees which are important to the character of the area. ***Robin to ask the parish councils' tree wardens to carry out a small survey within the built-up area of the villages.***
- ***Robin to ask the landowner about a footpath along the swimming ditch.***
- Green spaces for designation need to be completed. ***All to send suggestions or put on Dropbox list (under LISTS).***
- Transport and travel objectives – ***All need to identify ways of supporting and improving.***

***Anyone who wanted to send feedback to check their comments against Phil's document and only send additional comments. Phil to incorporate and sent to Ian in PDF form with notes of changes. NO track changes please! Comments to Phil by 24 May.***

- 5) Review of Timeline and outstanding work.

Amendments were due by the end of May and consultation draft complete by mid-June for pre-pre-submission consultation. This will be roughly two weeks to seek MSDC's views informally and make necessary amendments. We will aim for PC approval at July meetings and the Plan will need to be with Leeann by 25 June to circulate for those meetings. The pre-submission stage will start in mid-July with preparation of materials for a launch event at beginning of August. This is normally six weeks but might consider making it slightly longer due to the holidays. Survey Monkey and paper forms would be needed for consultation feedback.

Members might like to attend the Haughley launch event to see what this entailed. This was on Friday, 24 May at 4-7pm and Saturday, 25 May at 9.30am – 3.30pm at the Haughley Village Hall.

***Sue to ask Zangmo to do posters for the consultation launch. Ian to send an example. Will need to have posters up at least two weeks before the launch event.***

***Leeann to investigate arrangements for launch.***

***Phil to arrange advertisement in July parish magazine?***

6) Grant applications.

Leeann had suggesting that desktop publishing (DTP) would be needed for the character assessment and Ian would need additional funds to have DTP for the NHP. The latter would be around £1,000. A sum would be needed for the launch event, including printing posters and consultation feedback forms.

***Leeann to put together items for funding for the next grant application. Ian to send quotes.***

7) Any other Business.

Phil had prepared another report for the parish magazine.

William had completed a review of actions from the village appraisal and virtually everything had been completed.

8) Date and location of next meetings.

Steering Group – Tuesday, 5 June at 7.30pm, The Bell Inn

Meeting closed at 10.00pm.