

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

**Thursday, 28 June 2018**

The Bell Inn

*(Actions in italics.)*

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

Present – Sue Coe, Di Maywhort, William Sargeant, Ian Poole (Consultant) and Leeann Jackson-Eve (Parish Clerk).

Apologies from Des Bavington Lowe, Jo Broadbent, Robin Brown, Clive Matthews and Phil Schofield.

- 2) Parish Magazine articles.

Ideas for future reports: Aug/Sept - update timeline; Oct - pre-advise about launch; Nov – focus on launch and getting people to comment, e.g. the consultation is your chance to give positive input into the plan.

- 3) AECOM Design Guide Report.

Leeann sent the comments to AECOM on Monday, 25 June and had asked about further work on site-specific design concepts. Mark Hughes (AECOM) had indicated that this was possible and could be discussed after the report was finalised. It had to be submitted to Locality by 13 July.

- 4) Annual Monitoring Report.

This wasn't out yet but indications were that there would not be a 5-year land supply. It was noted that MSDC would be publishing the updated Local Development Scheme on their website sometime in July.

- 5) Launch Logistics.

It was agreed to discuss this at a meeting where more group members were present.

***Ian to send a to-do list for the launch.***

- 6) Budget.

The update included printing, launch event costs, publicity and Ian's revised fee proposal and it was noted that the budget would balance with the removal of Ian's attendance at the launch (he was not available anyway) and DTP for the Historic Character Assessment (which Leeann would do).

***Leeann to email Ian to confirm amendments to his fee proposal and to apply to Groundwork for grant.***

- 7) Review of Timeline and outstanding work.

The timeline had been reviewed further and the launch event moved back to 26/27 October with six weeks consultation to follow. Approval by PCs would take place prior to consultation in October and following consultation and amendments in January. The final submission to MSDC would be in late January. The period for writing the Basic Conditions Statement was amended to run from the week ending 2 November to the week ending 21 December.

***Phil to revise and circulate the timeline.***

- 8) Multi-use Community Building.

It was noted that a brief meeting with Susie Phillips from the Llanover Estate would take place the following week. Robin, William, Sue and Leeann would attend. Ms Phillips had asked for a meeting to discuss Section 106 aspects of the development and this would be a good opportunity to approach her concerning possible use of Llanover land for a Community Building.

***Sue to look at other facilities to get a rough idea of the amount of land needed.***

- 9) Draft Plan.

Ian had started making amendments and updating mapping. He had included a policy allocating sites and other development would be windfall (sites of 10 and under). The settlement boundary would be re-drawn to include the sites and everything else would be countryside. It was hoped that a good

argument could be made to MSDC that the community was delivering enough. In 5 years' time, the Plan could be reviewed and allocations made for future use if necessary.

10) Any other Business.

It was noted that SCC was launching a new Suffolk Design Guide in 10 days.

The Landscape Appraisal mentioned the 43m contour and suggested that development should not take place beyond it but this was not marked on readily available maps.

It was suggested that the paragraphs about allocated sites should not be individually numbered and have one number for each site. Ian explained that this was standard formatting but he would try to keep each site to one page to make it more readable.

***Ian to ask Alison whether she had any maps which showed the 43m contour line.***

11) Date and location of next meetings.

Steering Group – Thursday, 18 July at 8pm, The Bell Inn – This will be a brainstorming meeting about the content of the draft Plan and would not be minuted.

Meeting closed at 10.20pm.