

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

**Tuesday, 11 September 2018**

The Bell Inn

*(Actions in italics.)*

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

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

Apologies from Des Bavington Lowe, Jo Broadbent and Clive Matthews.

- 2) Review of Timeline and outstanding work.

Version 5 of the Plan had been reviewed by most of the group and Ian had sent it to MSDC for the first informal review. It was felt that any changes resulting from those reviews should be made before circulating to the PCs for approval. However, MSDC were not able to provide feedback on the draft Plan until Ian's meeting with them on 26 September as they had circulated the draft Plan to departments within MSDC for feedback. That did not leave enough time to update the Plan following the meeting and circulate it to councillors for review before PC meetings in October. The launch was therefore moved back to 9 November with the launch event to take place on 16/17 November at Rickinghall Village Hall – unless an alternative venue could be found, in which case the event would take place on 9/10 November. The six weeks of consultation would end on 21 December. That would leave time for a briefing meeting to be held for councillors on 15 or 16 October and approval by PCs could take place at the November meetings (1<sup>st</sup> – RPC and 5<sup>th</sup> BPC). The period for writing the Basic Conditions Statement would be concurrent with the consultation, with post consultation updates made from the week ending 4 January to the week ending 18 January. The final Plan could be signed off on 17 January and circulated to PCs on 18 January. Final sign-off by PCs could take place at the February meetings (4<sup>th</sup> – BPC and 7<sup>th</sup> RPC).

***Phil to revise and circulate the timeline. Parish magazine to say that consultation would start mid-November and an update would be in the November magazine.***

***Sue to send out a brief email to the Forum.***

- 3) Draft Plan.

Review of the Plan continued with discussions about several points of both content and presentation.

- 4) Any other Business.

None.

- 5) Date and location of next meetings.

Steering Group – Wednesday, 3 October at 7pm, The Bell Inn.

Meeting closed at 9.50pm.