

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Tuesday, 16 October 2018, The Bell Inn

(Actions in italics.)

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

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

- 2) Plan Status.

Ian reported that MSDC had conceded following his query about their feedback on the Plan housing numbers. MSDC expected to have an updated housing supply figures by December and were confident that they would achieve a 5-year supply

It was noted that the NHP review process would be clarified by Government but was likely to be relatively quick, without the need for a referendum.

Ian was currently incorporating the Steering Group amendments and tweaking the Plan. A version for the Councillors' Briefing would be ready by Friday, 19 October. The DTP version would be ready for proofreading by Monday, 29 October and Ian would need comments back by Thursday, 1 November.

Clive, Phil and Sue to proofread Plan and Phil to compile comments into one document.

Ian would potentially send the non-DTP version of the Plan to MSDC for SEA/HRA screening this week as the final draft wasn't needed. It was likely to be Essex Place Services doing the screening.

- 3) Councillors' Briefing - Monday, 22 October, 7.30pm at Botesdale Village Hall - and PC Meetings.

The version of the Plan which was available on the day of the briefing would be placed on Dropbox for consideration at the PC meetings.

William, Robin and Sue to attend.

- 4) AECOM.

There was no follow up on this.

- 5) Launch/Consultation.

Legal requirements: The consultation letters to statutory consultees would need to go out on 9 November, the first day of the consultation.

Ian to forward the list of consultees and correct wording as soon as possible but before 2 November.

Publicity – banners: Phil had prepared some banner designs and the one with larger wording was chosen. The logo size would be reduced to enlarge the writing. It was agreed to order 10 banners for various locations around the villages and at junctions. Posts and fixings would be purchased.

Phil to order the banners. Robin, Phil and Clive to erect them on Wednesday, 24 October.

Publicity – posters: It was agreed to print 80 posters, with a small number laminated. They would be distributed as follows:

- Bowls club: ***Robin - 1***
- Bus shelter: ***Clive - 1***
- Businesses: ***Robin - 13***
 - Co-op
 - Estate agent
 - Faiths
 - Beauty/Hairdressers - Cut Above, Hair Parlour, Simply Beauty
 - Pubs – Bell, Greyhound
 - Takeaways – Blue Orchid, Fish & chips
 - Redgrave Shop
 - Lister's Motors
 - Willow Farm (Allwood Green)

- Churches & chapels – **Phil - 4**
- Health centre – **William - 2**
- Market place phone box – **Leeann - 1**
- Notice boards – **Leeann - 6**
- Private house windows – **Di - 48**
- School – **Leeann - 4**

Sue to email about display of posters in windows – to be collected from Di. Leeann to have printed.

Publicity – other: Events would be publicised on the cover of the parish magazine, PC websites and on social media.

Leeann to put information on website, Sue to post on the Facebook selling page and Phil to post on Next Door Botesdale by 24 October.

6) Launch materials.

It was agreed to print 50 comments forms. **Ian to send file to Leeann for printing.**

There would be 20 boards to display at the launches. The draft designs would be ready by Thursday, 1 November for sign-off by Wednesday, 7 November. **Ian to deliver the boards to Leeann at Botesdale Village Hall on Friday, 9 November at 3pm. Leeann to store and deliver for following weekend.**

Leeann to make a post-it box for comments. Leeann to open up halls on 10th at 8am and on 16th at 1pm. The key would be left with William, Phil or Clive to open up on the 17th.

There would be at least two Steering Group members at each launch event in addition to the refreshments organisers.

10th – Phil, Sue.

16th – William, Clive, Sue

17th – William, Phil, Clive

7) Funding.

Both PCs had been notified about the potential shortfall.

8) Correspondence from SCC Property.

Leeann to email Brian Prettyman re shelving meeting plans for now.

9) Any other Business.

None.

10) Date and location of next meetings.

Steering Group – Tuesday, 13 November at 7pm, The Bell Inn – to discuss compiling comments and decide if/how to respond within Plan.

Meeting closed at 9.30pm.