

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Thursday 09 February 2017

Hamblyn House, Rickinghall

Numbers follow agenda items. (*Actions in italics.*)

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

Present – Des Bavington Lowe, Jo Broadbent, Robin Brown, Sue Coe, Alan Dunsire, Clive Matthews & Leeann Jackson-Eve (Parish Clerk) invited by Robin as Chair.

Apologies from Lucy Bishop, who has temporarily withdrawn from the Steering Group.

- 2) Constitution of the Steering Group – do we have to register etc.?

A general discussion was held, with Leeann Jackson-Eve offering advice, having herself taken advice from Paul Bryant, Planning officer at MSDC ref the Town and Country Planning Act 1990, Schedule 9, particularly 61E(6) definition of qualifying body, 61F(4) authorisation to act in relation to neighbourhood areas and 61F(2) consent from second parish. That confirmed that the qualifying body is the parish council if the proposed neighbourhood area contains all or part of an administrative area of the parish council. If there is more than one administrative area, one parish council should take the lead with the other's consent.

Paul Bryant's advice was that we should use the existing administrative arrangements at Parish Council level to produce and deal with the finance of the Neighbourhood Development Plan [ie not set up a new body, as put forward at the previous 2 open meetings] – Using the parish council structure would be purely administrative, signing forms and as a conduit for the funding, and would leave the Steering Group(SG) to get on with leading the Neighbourhood Development Plan. He suggested that it would be most helpful to MSDC to have any questions from only one source and recommended that the PC takes the lead there. Initially the parish councils would need to make a formal commitment to joint working and one parish council needs to consent formally to the other taking the lead.

Both PCs will be asked to agree to this and if this happens, formal consent will need to be minuted for submission with the designated area application.

Leeann will circulate to SG sample terms of reference for relationship between PCs and SG as this will deal with constitution and decision making of SG.

It was agreed that the Botesdale & Rickinghall Neighbourhood Plan Forum should remain so called and carry on as an essential part of community input for the NDP process.

- 3) Application to Rickinghall and Botesdale Parish Councils for initial funding of (say) £500 per council.

It was noted that Botesdale PC set its budget in January so was able to respond to the emerging Neighbourhood Development Plan and budgeted £1500 for it. Rickinghall PC did not budget funds for an NDP as it set its budget in November.

Leeann to request from RPC for £1500 funding for NDP.

4) Should we open a bank account at this stage or ask for payments on an ad hoc basis?

See 2) above.

5) Discuss with Leeann whether she has time and whether we should employ her services?

Leeann is already employed as Parish Clerk, and has/ had has many dealings with MSDC, planning and is available regular working hours. See 2 above re administrative structure. To employ her separately, a new body & PAYE scheme would be needed.

Leeann agreed to be an administrative liaison for NDP and any hours she works on NDP she will note separately.

Leeann to request PCs that any work she does towards the Neighbourhood Development Plan is paid through the Parish Councils, from the funding received for the NDP.

6) Discuss Leeann Jackson-Eve's "Notes on Neighbourhood Planning" and what action should be taken.

Leeann noted next steps as discussed with Paul Bryant from MSDC.

1. Designate Area: The Parish Council has to be the main contact and sign the application though there should be a second contact from the SG. Paul said he will start now producing the green line map following the parish boundaries and that should be ready by the time the application form is in. The application would need to be approved by the PCs before submission and that minuted. MSDC will then consult on whether the area is appropriate –through their website, writing to statutory consultees, adjoining parishes, relevant District and County Council members and our MP. For more than one administrative area the consultation period is six weeks. At the end of the period, they will look at the comments and there will be a delegated decision made by Tom Barker, the Communities Manager. He did say that as the first multi-parish plan, they might decide to send it to a member committee, most likely the Executive Committee.

2. Prepare Plan: MSDC has a duty to support the process so can provide maps and sources of information. Currently they provide support through external consultants but are changing very soon to each applicant having a named planning policy officer for support. Paul Bryant suggested that this and further stages might benefit from the input of a consultant.

Leeann to liaise with Paul Bryant to get map prepared for the designated area as agreed at the meeting of 30th January, the area being the whole of the three parishes – Botesdale and Rickinghall Inferior and Superior.

7) Consider what skill sets are required to take the NP forward and ascertain where we have the relevant skills on the Steering Group and the ones that we need.

Discussion of using a planning consultant. SG members had looked at other villages' Neighbourhood Plans and a general discussion of the merits of using a planning consultant and the cost, compared to the time and skills available within the SG to do the work needed for an NDP, whilst noting the good availability of offers of help with carrying out surveys, historical perspectives, photography, graphic design from members of the larger Forum.

It was agreed that Leeann would request information and a quote with itemised costs from the following Planning Consultants:

Places for People (currently working on Neighbourhood Plan for Barningham),

Small Fish Strategy Consultants (produced Neighbourhood Plan for Mulbarton)

and possibly one other planning consultant will be asked for a quote. Paul Bryant (MSDC) recommended we talk to Woolpit parish clerk, as Woolpit is currently producing a Neighbourhood Plan. [Woolpit is also a MSDC designated Key Service Centre, the same as Botesdale & Rickingham].

Leeann will check for information with Woolpit parish clerk

8) Consider a stand at the Farmers Market on 11th March.

Robin Brown to ask for permission to do an information stand at the Farmers Market on Sat 11th March and at the Co-op on Sat 18th March to publicise the Neighbourhood Development Plan and involve the community.

Robin Brown will produce an A5 information leaflet (based on original open meeting leaflet) to give out from the stands and produce an initial design for signage.

9) Any other business.

Robin Brown to check if Kevin Parsons still interested in involvement in SG.

Broadening community involvement, Alan Dunsire to draw up list of local businesses.

It was noted that younger people, at least in part, can be reached through the network of school and pre-school liaison.

Leeann Jackson-Eve will set up a web page linked to both PC websites, so information / minutes/ progress reports can be put on them.

To aid decision-making, SG agreed that future decisions could be taken via email if 4 members of SG agreed.

10) Date and location of next meeting.

Steering Group – Meeting Room of the Bell Monday 27.02.17 8pm.

Forum – DATE TO BE CONFIRMED (tentative date Tues 21.03.17)

Meeting closed at 9.10.

Thanks to Robin for the tea.