

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Monday, 4 May 2017

The Bell Inn, Rickingham

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

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

Present – Des Bavington Lowe, Jo Broadbent, Robin Brown, Alan Dunsire, Clive Matthews and Leeann Jackson-Eve (Parish Clerk).

Apologies from Sue Coe and Jordan Fox.

- 2) Minutes of last meeting and matters arising.

The minutes were noted as a correct record. There were no matters arising.

- 3) Contacts Database.

This was as complete as it could be at this stage.

- 4) Printing costs and decision on artwork and printer.

Two quotes had been received from Fatstick Man and a printer via Kevin Parsons for the following:

Item	Fatstick Man	KP
Sails / Backboards	£95 / £100	£90 / --
Questionnaires	12pp A4 135gsm silk with 170gsm 4pp cover folded/stitched £534	Same 1000 copies £400
Information Leaflets	4pp A4 folded to A5 leaflet 100 copies £59	On 90gsm plain paper £20 or 135 gsm silk finish £50
Business Cards	4/4 with gloss lamination to one side 250 copies £75	400gsm £45; £50 for 500
Artwork	£25 per hour	£20 per hour
All prices exclude VAT		

It was agreed to go with the lowest quote and order a “sail” initially along with required artwork. It was agreed to send out an email newsletter to all contacts after the workshop on 20 May.

Robin to collate images for the artwork. Others to send him ideas for the strapline.

- 5) Open Gardens stand on 14 May.

The Village Hall was happy to accommodate a stand. Unfortunately, no one was available to man the stand.

Leeann to Sue Coe if she could man the stand.

- 6) Garage Sale Trail on 13 May.

Robin would host a stand at Hamblyn House.

Leeann to pay for stand.

- 7) Request by Redgrave for inclusion in the NHP.

Robin had had a conversation with Ann Preston of Redgrave Parish Council and explained that adding a parish would set progress back by at least six months and it was agreed that this was unacceptable.

- 8) Steering Group Membership.

It was noted that Diana Maywhort had agreed to sit on the Steering Group.

9) MSDC Planning (Philip Isbell) and Llanover Estate (Robin Buxton).

It had been agreed to contact both to ask about intentions re development in the villages.

Robin to contact after workshop on 20 May.

10) Housing Needs Survey.

Leeann had written to three companies for quotes. One could not take on further work and the others had requested further information.

Leeann to reply with information needed.

11) Workshop on 20th May at Hamblyn House, 9:30 to 12:30

It was noted that up to 10 people would be attending including members of the Steering Group and the consultant, Ian Poole. Ian had outlined the matters for discussion in his quote and would lead the workshop.

12) Any other business.

Leeann had drafted some Terms of Reference outlining the Steering Group's relationship with the parish councils and operational guidance.

SG to review for next meeting.

13) Date and location of next meeting.

Steering Group – Meeting Room of the Bell on Monday, 25 May at 7.30pm.

Meeting closed at 8.30.

Thanks to the Bell Inn for letting us use the meeting room.