

BOTESDALE AND RICKINGHALL NEIGHBOURHOOD PLAN – Steering Group Meeting Minutes

Monday, 25 May 2017

The Bell Inn, Rickingham

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

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

Present – Robin Brown, Sue Coe, Alan Dunsire, Clive Matthews and Leeann Jackson-Eve (Parish Clerk).

Apologies from Des Bavington Lowe, Jo Broadbent, Jordan Fox and Kevin Parsons.

- 2) Minutes of last meeting and matters arising.

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

- 3) Terms of Reference.

It was agreed to adopt these with a change to item 6 to make a quorum 40% of the Steering Group membership and no fewer than four (4) members. Also to be added – decisions made by email to abide by the same terms of reference.

- 4) Task List

A task list had been received from Ian Poole following on from the workshop on 20 May. It was agreed to allocate tasks as follows:

- SWOT analysis of the villages to provide a basis for asking residents what they think of the villages (*Steering Group*)
- Draft Housing and Household questionnaires (*Leeann*) – Discussed putting a notice in the parish magazine to alert households to upcoming survey, boards at estate agents and notices around villages. It was agreed to have a collection box at the Co-op and option to post to the SG c/o Hamblyn House.
- Agree date of Drop-in session and resources required – The 8th July was agreed, 10am – 3pm at the Bell and ask the Bell to provide refreshments (*Leeann*). Jo had offered a marquee and Ian Poole would provide the display material.
- Scope out Built Environment Character Appraisal and Landscape Character Appraisal – David Eve had agreed to lead a small group to draft the Character Appraisal. He would contact Nicholas Joubert, Diana Maywhort and David Crowther for support. It was agreed to get a quote for the Landscape Appraisal from Alison Farmer Associates in Cambridge (*Leeann*).
- Start to collect Census data (*Jo*).
- Map of planning constraints (*Ian*).

- 5) Boards/Banner.

It was agreed to use similar boards to the Stowupland Boards, provided as an example by Ian, for the drop-in event.

It was agreed to use the strapline “Your Plan, Your Future, Your Say” for the banner.

Leeann to order in time for drop-in event.

- 6) SWOT.

Strengths:

- Good sense of community
- Good local amenities – school, health centre, pubs, shops
- Active village
- Desirable place to live
- Good bypass

- Low crime rate
- Easy access to the countryside/coast
- Good links to local towns
- Good railway links
- Good climate

Weaknesses:

- Active – makes Key Service Centre
- Too many people want to live here – shortage of property, expensive
- Retail closing
- Limited employment opportunities
- Limited public transport

Opportunities:

- Provide more affordable housing
- Increase leisure facilities
- Attract new people
- New finance for infrastructure
- More power to affect decision making

Threats:

- Inappropriate development
- Negative change to character of villages
- Overburden amenities and infrastructure
- Loss of open space
- Too much traffic on roads
- Local authority overrides or Government changes legislation
- Lack of Local Plan

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

It was agreed that the SG no longer needed to contact MSDC about housing numbers as this had been discussed at the workshop. Contact of the Llanover Estate would be deferred.

8) Housing Needs Survey.

Leeann would draft and send by email for comments. It was agreed that “Youth” was 11-18. A £100 raffle prize would be offered and there would be a secure numbering system to limit to one survey per household.

9) Any other business.

A newsletter would be sent to the volunteer list.

Sue to draft.

10) Date and location of next meeting.

Steering Group – Meeting Room of the Bell on Monday, 26 June at 7.30pm.

Meeting closed at 8.30.

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