

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 15 June 2022, 5.15 pm at the Library Annexe Rear Hall

Minutes

Present: Jane Hale (Chairman), Colin Binfield, Richard Ball, Daniel Scott

In attendance: Carla Petersen, LPC and Louise Cornell, Collective Community Planning

1. Welcome

JH welcomed everyone to the meeting.

2. Apologies

Colin Gould (operation), Jo Sinfield (family commitment), Pat Holtom (holiday), David Johnson (work) and Heather Tew (illness).

3. Declarations of Interests

Declaration of Interests forms from the Steering Group members have already been completed.

4. Minutes of the meeting held 25th May 2022

Due to a lack of members the minutes of the meeting held on 25th May 2022 were not signed and will be carried forward to the next meeting.

5. Collective Community Planning – Update

LC brought some examples/ideas which could be used at the Public Consultation Day. LC recommended asking SNC for a large map which should ideally include settlement boundary, conservation area and housing and employment areas. The first paragraph of the Vision Statement will be used on promotion material for this event.

Actions

- **LC to provide support with preparing for the Consultation day.**

6. Neighbourhood Plan Project Officer – Update & Financial Report

Work on the new website has started. The issue raised concerning viewing the website on mobile devices has now been sorted. Minutes etc will be uploaded onto the new website. Discussion took place regarding the number of years that the website should be subscribed to, and it was agreed by all that two years was a sensible length of time. AECOM are still preparing the Housing Needs Assessment and the Design Codes report. Prepared a flyer for the Public Consultation Day on Saturday 9 July 2022. The flyer will be inserted into the July copy of the Chet Contact magazine. The Public Consultation Day flyer pdf was printed in the Loddon and Chedgrave Platinum Jubilee fete programme. Provided Loddon PC with an article for inclusion on their page in the next issue of the Chet Contact magazine. Checked the progress of Focus Group meetings. A need for school children to provide feedback was identified in the recent survey. An online survey with nine questions has been prepared for the local schools. South Norfolk Council have been asked if they can help to provide maps for the Public Consultation Day.

Financial Report

Almost completed the Locality funding application form with GH. Once completed it will be submitted to Locality who usually respond very quickly to submitted application forms. Waiting on an update on the submitted SNC NP grant application.

Actions

- ***GH and CP to complete Locality Funding application form.***

7. Project Plan

a. Focus groups

The groups have been meeting and more updates will be available at the next meeting.

b. Chet Contact

July and August issues of the Chet Contact magazine are a combined copy so the article will be confirmed at the next SG meeting.

c. Consultation Day 9 July 2022

The format of the Consultation Day was discussed. It was agreed someone would welcome visitors and record where they had come from and how many were in their group. A4 leaflets will be designed and handed out at the event. Display boards will be prepared with key topics. Banners, A3 posters and A4 posters will be designed and printed to promote the event.

Actions

- ***CP to request the maps from SNC.***
- ***CP to prepare some banners.***
- ***CP & LC to prepare A4 flyers & A3 poster with bullet points and photos.***
- ***CP to laminate a number of A3 posters and A4 posters using the Chet Contact magazine flyer.***
- ***CP to purchase coloured card from Roberts for the display boards.***
- ***CP to purchase red and green sticky dots, post it notes, green crayons/pencils and coloured map pins.***
- ***JH to arrange refreshments.***
- ***CP to email all SG members to check on their availability on the Consultation Day.***

8. To receive an update from NP Steering Group members.

Richard Ball confirmed he had sorted a drone to take photos of Loddon and Chedgrave.

9. To consider any items for a future agenda

None.

10. Review timescales and consider what we need to do to keep to key milestones

To be reviewed at the next meeting.

11. Date and time of next meeting

The next Steering Group meeting is: **Wednesday 6th July 2022, 7.00 pm**

The meeting ended at 6.20 pm.