

## Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 1 February 2023, 7.00 pm at the Hollies, Loddon

### Minutes

**Present:** Jane Hale (Chairman), Colin Gould, Richard Ball, David Johnson, Colin Binfield, Pat Holton, Heather Tew, Jo Sinfield

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

#### 1. **Welcome**

JH welcomed everyone to the meeting.

#### 2. **Apologies**

None

#### 3. **Declarations of Interests**

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

#### 4. **Minutes of the meeting held 7 December 2022**

The minutes of the meeting held on 7th December 2022 were agreed as an accurate record. The minutes were signed by JH.

#### Actions

- **None**

#### 5. **Collective Community Planning – Update**

LC had been busy working on the updated draft plan which was circulated to NP SG members before the meeting. LC reported on a recent meeting she had with Ed Gillespie. Net zero carbon was discussed at the meeting along with ideas for self-build, zero carbon outside of the development line, solar panels on community buildings and community turbines. LC has written the Strategic Environmental Assessment and Habitats Regulation Assessment. This report had been circulated to all SG members and they confirmed their agreement with the report.

#### Actions

- ***LC will write introductory text for the draft plan.***
- ***LC will write a net zero carbon section for the draft plan.***

#### 6. **Neighbourhood Plan Project Officer – Update & Financial Report**

The Design Guidance & Codes report has been approved by Locality. AECOM have also provided us with a high-resolution copy of the report. Loddon and Chedgrave Parish Councils have both minuted resolutions in their meetings to enable the South Norfolk Council grant to be released. Received confirmation from South Norfolk Council to say that funding had been successful. A signed grant letter and statement of acceptance was given to South Norfolk

Council along with an invoice for £4500.00, 75% of the grant total. A remittance of £4500.00 has now been received from South Norfolk Council.

#### Financial Report

The financial report as at 26 January 2023 had been prepared by GH and circulated to the SG members.

#### Actions

- ***None***

## **7. Project Plan**

### **a. Design Codes Report**

The final version of the Design Codes report has been received and was circulated to all members before the meeting. AECOM have now included a more detailed map in the report. A copy of the Design Codes report is available on the Chet NP website.

#### Actions

- ***CP to write a letter to Locality regarding issues experienced during the preparation of the AECOM Design Codes report.***

### **b. Draft plan**

LC has updated the draft plan and will be providing district council with a copy in the next two weeks. LC estimates the public consultation on the draft plan will be in May 2023 or June 2023. Public consultation events will be held in Loddon and in Chedgrave. Details about these events will be discussed at the next NP meeting. The NP SG members liked the suggestion of LC giving a presentation at each consultation event. It is anticipated that Regulation 14 will be submitted in September 2023 and the Referendum will be 6 months later.

#### Actions

- ***LC to provide district council with copy of the draft plan.***

### **c. Local Green Space Assessment Document**

NP SG members have been working on this document and it is almost complete. A few other suggestions of local green spaces had been given to CP but as local green spaces are limited focus has to be given to those that do not already have any protection currently in place.

#### Actions

- ***CP to prepare a list of contact details for the stakeholders.***

### **d. Views Assessment Report**

NP SG members have been working on this document and it is almost complete.

### **e. Focus groups**

DJ has contacted eight local neighbouring parishes regarding the Chet NP project and received replies from two parishes. DJ prepared a focus group transport report which had been circulated to NP SG members before the meeting.

Thanks were given to the focus groups for all their hard work.

#### **f. Chet Contact**

Discussed the content for the next issue of Chet Contact. Article will focus on Local Green Spaces, Design Codes, and timetable for the plan.

#### **Actions**

- ***JH to prepare the article and circulate to the group members before emailing to Chet Contact.***

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

None.

#### **9. To consider any items for inclusion in the next agenda**

Resolution from both parishes to confirm and agree the draft plan, contact local landowners, consultation day events.

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

LC confirmed the plan is on track.

Key milestones: May/June 2023\* draft plan public consultation events

September 2023\* Regulation 14

March 2024\* Referendum

\*subject to change

#### **11. Date and time of next meeting**

The next Steering Group meeting is: **Wednesday 1<sup>st</sup> March 2023, 7.00 pm**

**The meeting will be held at the Hollies, Loddon.**

**The meeting ended at 8.55 pm.**