

## **Loddon and Chedgrave Neighbourhood Plan (LCNP) Steering Group Meeting**

**Held on Wednesday 4<sup>th</sup> August 2021, 7.00pm at the Loddon Library Annexe Rear Hall**

### **Minutes**

**Present:** Jane Hale (Chairman), Colin Gould (Vice-chairman), Richard Ball, Colin Binfield, Pat Holtom, Oscar Servant, Dave Tarry, Heather Tew and Sophie Waggett.

**In attendance:** Georgina Hirst.

**Apologies:** Daniel Cox, David Johnson and Jo Sinfield.

#### **1. Welcome**

JH welcomed everyone to the meeting.

#### **2. Apologies**

Listed above. John Scent's resignation from the Steering Group was noted.

#### **3. Terms of Reference for LCNP Steering Group**

JH had circulated the draft Terms of Reference (ToR) to Steering Group members, along with a draft Memorandum of Understanding (MoU) prepared by DJ, this outlines an agreement between the two parish councils and what will happen if one steps back from the Neighbourhood Plan process.

The decision making process was discussed and it was agreed that operational matters may be proposed or advised by the consultant and will be determined by a majority decision of the Steering Group.

The quorum level was agreed as one third of the Steering Group present and able to vote. It was agreed that decisions will be recorded by minuting who is present, and the decision taken by a recorded vote.

It was agreed to include a clause in the ToR specifying the maximum length of time for lack of attendance at Steering Group meetings as being absent from three consecutive meetings, after which the individual's membership of the Steering Group would cease. If an individual's apologies for absence were accepted, then that absence would not be counted in the three consecutive absences.

It was agreed that the MoU could not be incorporated into the ToR but needed to remain as a separate document.

It was agreed to email all volunteers on the Steering Group and ask for a firm commitment; for people who wished to remain on the Steering Group to complete a declaration of

interest form, such as is completed by Parish Councillors, and to agree to have their name publicised as a member of the Steering Group.

It was also agreed to ask Steering Group members to complete a skills matrix form to identify interests, strengths and themes/tasks they are willing to volunteer for. Once the skills matrices are received and compiled then gaps in the Steering Group can be identified and addressed. An expected gap is industrial / manufacturing business representation.

HT queried point 8 in the MoU about unspent funding should one PC decide to withdraw. It was agreed this would be clarified with funders. In response to a question about CPC's commitment CG explained that CPC wish to see tangible benefits for Chedgrave residents.

**Actions:**

- ***JH to amend the draft Terms of Reference to reflect the above discussions and re-circulate.***
- ***GH to email all Steering Group members the Declaration of Interest form and Skills Matrix with an explanation of the requirements and commitment.***
- ***HT volunteered to analyse the compiled skills matrices and identify gaps.***
- ***GH to clarify position with SNC and other funders the situation should one PC withdraw from a funded NP.***

DT and SW arrived.

**4. Minutes of the meeting held 07/07/2021**

The minutes were agreed as an accurate record, with the exception that RB pointed out in item 5 actions he had agreed to look at a draft scoring plan for the consultants' proposals not the interview questions as minuted.

**5. Commissioning a consultant**

Ongoing references from Town and Parish Councils are still being sought. PH had spoken to a Harleston TCllr, and they gave Rachel Leggett and associates a glowing reference.

It was agreed that the consultants' interview should all be held face to face, i.e., not remote, and consist of:

- a 10 minute presentation to cover an introduction to themselves and an NP case study of how they completed an NP, if possible, demonstrating joint working across more than one parish.
- Interview questions with a core of up to 6 standard questions that can be scored and further follow up questions that can be tailored to each consultant.
- Both the presentation and the questions should reflect the fact this is a joint NP with two communities working together – what are the different strengths and challenges?
- An opportunity for all Steering Group members to attend if they are available and wish to. To sit as an audience to the consultant's presentation and have a few pre-selected people to ask the interview questions.

- A time allowance of 1 – 1½ hours per interview and do all three in the same day, with the consultant with furthest to travel in the middle of the day timeslot.

### **Actions**

- ***All steering group members to bring ideas for interview questions to the next meeting.***
- ***GH to investigate availability of venues including the Hollies, Brian Clarke rooms, Chedgrave Church room and of the consultants for 23/09/21 and 30/09/21***

DT and SW left the meeting.

## **6. Consider re-naming as the Chet Neighbourhood Plan**

It was agreed to change the name from the long and unwieldy 'Loddon and Chedgrave Neighbourhood Plan' to the 'Chet Neighbourhood Plan'. Many residents are already familiar with the Chet name e.g., ChetContact, Chet Benefice, Chet Valley Medical Practice. It was acknowledged that many of these Chet organisations have a wider reach than just Loddon and Chedgrave. JH suggested that the new 'Chet Neighbourhood Plan' must be conscious of its responsibility to provide infrastructure services to a wider geographical area of service users.

### **Actions:**

- ***GH to advise neighbouring parishes of the Chet NP being developed and ask them to advise the Steering Group of any useful information they wish to feed into the Chet NP.***

## **7. Community, Local Business and Stakeholder involvement – results of the post-it exercise carried out at the LCNP Steering Group meeting on 26/05/21**

HT suggested that the categories the post-it's had been placed in were not suitable and she would attempt to re-distribute them.

### **Actions:**

- ***HT taken post-its to review the results of the post-it exercise, to feed back at a future meeting.***

## **8. Funding / Vision Statement**

RB had kindly drafted a vision for wider use in the NP but also to use in funding applications. It was agreed to adapt the statement about Loddon and Chedgrave being separated by the Chet, to being historically separated but now closely connected by the River Chet.

Ed Gillespie had contributed to the email discussion with some valuable points about environmental sustainability which the Steering Group were keen to incorporate. The discussion then moved to passive CO<sub>2</sub> houses and the need to engage with Saffron in providing smaller rental households more in the future.

OS was asked for his view from a young person's perspective of what is important to include in the vision? OS replied that sustainable living and choices for health and wellbeing with good sports facilities are important considerations.

It was agreed the vision should reflect more environment issue or aspirations. It was also agreed that the vision would be adjusted as consultation is undertaken.

**Actions:**

- ***RB to amend draft vision to reflect the above discussion.***

**9. Any other business**

CG has emailed Cllrs at Poringland to invite them to attend a future meeting and talk about the Poringland Neighbourhood Plan which was 'made' this summer.

**10. Date and time of next meeting**

The date of the next meeting date was scheduled for 25<sup>th</sup> August but after discussion 1<sup>st</sup> September was a more widely suitable date. Therefore, the next meeting date was agreed as: **Wednesday 1<sup>st</sup> September 2021, 7.00pm**