

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 7 December 2022, 7.00 pm at the Church Centre, Chedgrave

Minutes

Present: Jane Hale (Chairman), Richard Ball, Colin Gould, 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

Daniel Scott (running late due to another commitment)

3. Declarations of Interests

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

4. Minutes of the meeting held 2 November 2022

An amendment of "DJ" to "RB" was agreed at item 7 under Focus Groups actions. The minutes of the meeting held on 2 November 2022 were then agreed as an accurate record. The minutes were signed by JH.

Actions

- ***CP to print an A3 map for the next NP SG meeting.***
- ***LC to be advised when shops become empty in Loddon and Chedgrave.***

5. Collective Community Planning – Update

LC had been busy preparing an updated draft plan which was circulated to NP SG members before the meeting. Unfortunately, there had not been time to include DJ comments however these will be included in the next updated version of the draft plan.

Actions

- ***LC will prepare a revised updated draft plan and circulate to all SG members before the meeting on 4 January 2023.***
- ***NP SG all agreed that the next meeting on 4 January 2023 will be focusing only on the draft plan.***

6. Neighbourhood Plan Project Officer – Update & Financial Report

Older documents have all been uploaded onto the website. Chased up AECOM several times regarding the draft Design Codes report. AECOM advised that the revised document would be received the early part of the week beginning 28 November 2022. As soon as it is received, I will circulate to all the NP SG members. Confirmed with the Hollies that all the bookings have been made for next year. Loddon and Chedgrave Parish Councils will each minute a resolution at the next meetings to enable the South Norfolk grant to be released. A full financial statement has been prepared by GH for this meeting.

Financial Report

The financial report as at 30 November 2022 had been prepared by GH and circulated to the SG members.

Actions

- ***CP to check on the progress of the submitted South Norfolk Council grant application form.***

7. Memorandum of Understanding – Update

The document had been signed by LPC last year and was given to JS for her to pass it onto Chedgrave Parish Clerk for inclusion on their next PC agenda.

8. Project Plan

a. Design Codes Report

The updated Design Codes report had been received and circulated to all members before the meeting. A list of further amendments had been prepared and these will be forwarded to AECOM. A discussion took place about the map which had been used in the report.

Actions

- ***CP to forward the list of amendments to AECOM.***
- ***CP to ask AECOM if a clearer and more detailed map can be used in the report.***

b. Draft plan

LC had prepared an updated draft document which had been circulated to the group before the meeting.

Actions

- ***The meeting on 4 January 2023 will focus on the draft plan.***

c. Local Green Space Assessment Document

RB confirmed that a meeting will be held on 8 December 2022 to discuss popular local green spaces. It was confirmed that all relevant landowners will be contacted about Local Green Spaces.

d. Views Assessment Report

RB confirmed that this will also be discussed at their meeting on 8 December 2022.

e. Focus groups

DJ has contacted local neighbouring parishes regarding the Chet NP project. 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.

Actions

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

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

None.

10. To consider any items for inclusion in the next agenda

Draft plan

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

LC advised that the NP is running a little behind the timescales. To help the NP catch up the meeting in January 2023 will focus solely on the draft plan. The meeting on 1st February 2023 will be a normal meeting with an agenda and supporting documents etc.

12. Date and time of next meeting

The next Steering Group meeting is: **Wednesday 4th January 2023, 7.00 pm**
The meeting will be held at the Hollies, Loddon.

The meeting ended at 8.40 pm.