

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 23rd March 2022, 7.00pm at the Library Annexe Rear Hall

Minutes

Present: Jane Hale (Chairman), Colin Gould (Vice-chairman), David Johnson, Pat Holtom, Jo Sinfield, Richard Ball, Daniel Scott, Heather Tew (arrived late due to attending another meeting)

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Colin Binfield (isolating)

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 23rd February 2022**

The minutes of the meeting held on 23rd February 2022 were agreed as an accurate record. The minutes were signed by JH.

Actions

- ***AECOM have been in touch regarding the Design Codes and Housing Needs Assessment reports. Meetings with AECOM will be arranged.***
- ***Starting the website had been delayed due to the Terms of Reference not being signed off by both parishes.***
- ***It was confirmed that all other actions from the minutes had been carried out.***

5. **Collective Community Planning – Update**

LC provided an update on the online survey results. So far there have been 88 responses submitted online and a further 4 hard copies which need to be uploaded. The responses have been very encouraging and remarkably interesting. A full report will be provided at the next meeting. Comments have already been received on the design of recent developments, future infrastructure, Design Codes, affordable homes, suggestions of green corridors and key views, encouraging business, attracting more visitors and suggestions on other community activities. The closing date for the survey was confirmed as 8 April 2022. This will allow LC time to prepare her report.

Actions

- ***CP to upload all the completed hard copies of the surveys.***
- ***CP to recirculate a reminder on Loddon Eye.***
- ***CP to circulate on Nextdoor.***
- ***CP to arrange a press release for Beccles & Bungay Journal, Eastern Daily Press and Norfolk BBC.***

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

Uploaded hard copies of the completed surveys. Started off the SNC NP Funding application form. GH finalised the figures on the application form and submitted it to SNC with a request of £6000 for

NP funding. SNC have confirmed receipt of the application. Locality have requested the End of Year Report. The figures will be the same as the Financial Report below. GH will submit the End of Year Report this week. Ed Gillespie has been in touch and is extremely interested in being part of an Environment Focus Group. Worked with EC and GH to prepare a new draft Terms of Reference.

Financial Report

Item	Amount
Consultancy Support	£1600
Consultancy Support	£100
Leaflet printing	£200
Total	£1900

The total budget for the Chet NP was read out.

Actions

- ***CP to circulate a copy of the NP budget to all SG members.***

7. To receive an update on the CNPC Terms of Reference

A new draft Terms of Reference had been prepared by EC, GH and CP. The document had been ratified by LPC at their last PC meeting. CP explained the financial difficulties with them being a SG. The SG were concerned there will be members of the group who will have no voting rights. Discussions took place and it was unanimously agreed that the group wanted to still be a Steering Group. It was agreed the SG would go back to finalising the draft Terms of Reference based on the Diss ToFR and present the document to both councils for ratification.

Actions

- ***DJ to amend one or two points on the Diss NP draft Terms of Reference.***
- ***CP to then circulate the Terms of Reference to both councils.***

8. Project Plan

a. Website – CP had delayed the start of the website due to the ToFR not being in place. All agreed the website should be started as soon as possible.

Actions

- ***CP to follow up with LPC.***

b. Funding – Another Locality funding application form will need to be completed in April 2022.

Actions

- ***CP to follow up.***

c. Survey – The survey will close on 8 April 2022.

Actions

- ***CP to upload all hard copies before the closing date.***
- ***Any spare copies of the survey will be redistributed amongst the SG members. Each member will do their best to encourage the completion of more surveys.***
- ***Print off more surveys if necessary.***

d. Consultation plans – A discussion took place around setting up Focus Groups. Each Focus Group will encourage more members to join. Agenda items for each group to work on will be given and will be based on the findings from the survey. The following groups were agreed:

- Business/tourism – HT/PH
- Environment – JS/EG/RB
- Housing – JH/CG
- Transport/Community facilities – DS/DJ
- Heritage – RB/HT

e. Chet Contact – LC and CP to coordinate the write up for the next Chet Contact magazine on the setting up of Focus Groups which will focus on “watch this space for further details.”

Actions

- ***LC/CP to prepare an article for the Chet Contact as soon as possible (cut off date 8 April 2022).***
- ***JH to speak with the editors of the Chet Contact about having a full page in the magazine.***

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

A request was made for the payment of £200 to be made to the the person who designed the CNP artwork.

Actions

- ***CP to ask LPC to raise the payment.***

10. To consider any items for a future agenda

Survey Results, Terms of Reference, Focus Groups

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

To enable the NP SG to keep on track with key milestones LC offered to revise the timescales spreadsheet. JH offered to contact CPC regarding advertising space in the Chet Contact magazine.

Actions

- ***LC to prepare a revised timescales spreadsheet for the next meeting.***
- ***JH to contact CPC regarding advertising space in the Chet Contact magazine.***

12. Date and time of next meeting

The next Steering Group meeting is: **Wednesday 20th April 2022, 7.00 pm**

The meeting ended at 8.37 pm.