

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

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

Minutes

Present: Jane Hale (Chairman), Richard Ball, David Johnson, Colin Binfield, Heather Tew

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Jo Sinfield, Pat Holton and Colin G (all on holiday).

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 1 February 2023**

The minutes of the meeting held on 1 February 2023 were agreed as an accurate record. The minutes were signed by JH.

Actions

- *All completed.*

5. **Collective Community Planning – Update**

LC reported that everything is coming together well. LC expects the draft plan public consultation will run from 22 May 2023 and will be for 6 weeks and should end on 2 July 2023. Letters will need to be sent to all the Local Green Spaces landowners and these will need to be done as soon as possible.

Actions

- *LC to forward a LGS landowners letter template to CP.*
- *CP to prepare and post out the LGS landowners letters.*

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

Loddon and Chedgrave Parish Councils will both minute resolutions in their next PC meetings to confirm that both parishes have seen and agree with the draft plan. Wrote a letter to Locality regarding the issues the SG experienced in getting an accurate final version of the Design Codes Report from AECOM. Copy of the draft plan and the Strategic Environmental Assessment and Habitats Assessment have been uploaded onto the Chet NP website. Started to prepare the list of names for the local green spaces landowners. Attended First Aid training on 27 February 2023 which had been arranged by LPC. A full financial statement has been

prepared by GH for this meeting. The next NP SG meeting is on Wednesday 5 April 2023 and will be held at the Hollies.

Financial Report

The financial report as at 23 February 2023 had been prepared by GH and circulated to the SG members.

Actions

- **None**

7. Project Plan

a. Draft plan

LC will provide District Council and Broads Authority with a copy of the draft plan after both Parish Councils have passed their resolutions. District Council and Broads Authority might possibly have provided some comments which can be considered at the next NP SG meeting.

Actions

- ***LC to email district council and Broads Authority a copy of the draft plan.***
- ***RB offered to take some photos for the documents.***

b. Consultation day events

After consulting with the SG members present a couple of dates were provisionally agreed upon. It was agreed that an event should be held in Loddon and another in Chedgrave. For anyone who is unable to make one event hopefully they will be able to make the other one. LC confirmed she will give a presentation at the start of each session to run through the NP. The dates and times will be publicised after the venues have been booked.

Actions

- ***DJ to book the Brian Clarke room for the consultation day event.***
- ***JH to book the Hollies for the consultation day event.***

c. Local Green Spaces Assessment Document

The document is almost finished and only needs little more information from Andrew Milner.

Actions

- ***LC to contact Andrew Milner for the extra information.***

d. Views Assessment Report

The report has now been completed.

e. Focus Groups

RB reported that the walking group, which had met up when preparing information for the NP, is going to continue to meet. A walk will be arranged on the 4th Sunday of each month. There will be a different lead each time and the walk will be approximately 4 miles long. At the last walk there had been 7 attendees and the group were pleased to be able to watch a barn owl who was hunting.

It was agreed to contact the other residents who had been part of the History and Environment Focus Groups and ask them to look over the draft plan before public consultation. Their comments and feedback will be most valuable.

Actions

- ***RB offered to contact the other residents for their feedback on the draft plan.***

f. Chet Contact

Discussed the content for the next issue of Chet Contact which will focus on the draft plan being available to read Chet NP website, two public consultation events will be held (dates to be confirmed) and on the Chet NP website there will be a survey link for feedback on the draft 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

Regulation 14 Consultation, informal feedback from District Council and Broads Authority.

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 5th April 2023, 7.00 pm**
The meeting will be held at the Hollies, Loddon.

The meeting ended at 8.25 pm.