

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 27th October 2021, 7.00pm at the Library Annexe Rear Hall

Minutes

Present: Jane Hale (Chairman), Colin Gould (Vice-chairman), Richard Ball, Colin Binfield, Pat Holtom, Daniel Scott and Heather Tew.

In attendance: Georgina Hirst, LPC and Louise Cornell, Collective Community Planning

Apologies: David Johnson and Jo Sinfield

1. Welcome

JH welcomed everyone to the meeting and DS introduced himself as a new Loddon PCllr and member of the Steering Group. JH also welcomed LC, the appointed consultant to the meeting.

2. Apologies

Apologies listed above were received. A Steering Group resignation was noted from Oscar Servant. It was suggested to ask if there were occasional aspects of the NP that OS would still like to be involved in even if he cannot commit to the Steering Group.

Actions

- ***GH to contact OS.***

3. Declarations of Interests

Declaration of Interests forms were received from several Steering Group members.

Actions

- ***GH to scan all declaration forms into one document and circulate.***

4. Minutes of the meeting held 22nd September 2021

The minutes were agreed as an accurate record.

JH agreed to write up the minutes of the 1st October 2021 meeting following the consultant interviews. It was also agreed that the interview notes would be stored with the minutes.

Actions

- ***JH to write minutes from 01/10/2021 meeting.***

5. Collective Community Planning – Terms and Conditions

LC confirmed that the work in the project scope will cover the production of the NP. If anything additional arises it will be discussed fully with the Steering Group prior to any work commencing. LC explained that the Locality funding can't be used to cover an admin role, however the SNC grant can be. LC confirmed that invoices will only be submitted for completed work.

Actions

- ***GH and LC to meet on 04/11/21 to discuss funding applications***

6. Key Steps of a Neighbourhood Plan

It was confirmed that volunteers on the NP are covered by LPC's insurance.

There was a discussion about recruiting an admin role, it was agreed the recruitment process must be open and the role should be advertised a paid position employed by LPC, however if someone expressed an interest at interview of completing the work on a self-employed basis this may be considered.

LC explained the steps of a NP, firstly an objective evidence base analysis which will produce an issues report that will be discussed with the Steering Group. The next steps will include community consultation and survey based on the identified issues. SNC will be involved later in the process when looking at policy options.

LC explained that the NP can influence the size, type and design of houses, their environmental credentials, density and a design guide, however the allocation sizes are now set and have gone to examination. The environmental credentials for new developments will already have to meet existing building regs and standards in the GNLP and the NP will also need to consider the viability catch developers may use.

LC explained that the Steering Groups role, from her perspective, was to have discussions around the evolving evidence base throughout the process, and to gather evidence after the consultation stage on green spaces and heritage assets.

LC also recommended looking at a Housing Needs Analysis and Design Guide, which can both be commissioned through AECOM. The last Housing Needs Analysis was completed in Loddon and Chedgrave over 10 years ago. The Design Guide will supplement the Conservation Area Character Appraisal and influence design outside the conservation area also.

Actions

- ***GH to confirm if VAT can be reclaimed for the NP.***
- ***JH and HT to meet on 01/11/21 to discuss the admin role recruitment***
- ***Steering Group members to send any evidence information to LC***

7. Project Planning

HT requested a milestone chart for the project planning. LC said a projection for the remainder of the financial year to include the following tasks; evidence base, consultation, evidence around heritage and green spaces and possibly start on issues and options. In the next financial year she envisages the NP being written.

There was a discussion about the NP having a presence at the Victorian Evening on 10/12/2021.

Actions

- ***LC to produce a milestone chart.***

8. Any other business

GH discussed with the Steering Group that status of the group as a committee with delegated powers from both Loddon and Chedgrave PCs. It was agreed that the Terms of Reference for the Steering Group need to be finalised and approved by both PCs.

9. Date and time of next meeting

The next meeting dates were agreed as:

Next Steering Group meeting **Wednesday 24th November 2021, 7.00pm**