

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 31 August 2022, 7.00 pm at the Hollies, High Street, Loddon

Minutes

Present: Jane Hale (Chairman), Richard Ball, Heather Tew, Pat Holtom, Jo Sinfield, David Johnson

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Colin Binfield, Colin Gould, and Daniel Scott.

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 10th August 2022**

The minutes of the meeting held on 10th August 2022 were agreed as an accurate record. The minutes were signed by JH.

Actions

- ***CP to upload the historical walks onto the Chet NP website and Chet Facebook page.***

5. **Collective Community Planning – Update**

LC confirmed she had started to write the draft plan and the policies which were agreed at the last meeting.

Actions

- ***LC to continue preparing the draft plan and policies.***

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

Minutes and documents have been uploaded onto the NP website. There is still a little more work to be carried out on the website. The final version of the Housing Needs Assessment has been received and the copy was circulated to SG members and both parish councils. A copy is available on the NP website. The document is for reference purposes. The Locality funding has been received and paid in via BACS to the LPC bank account. The SNC NP grant application will now be applied for. Chedgrave PC have been invoiced for their contribution to the NP budget and will be on their payment schedule for October 2022.

Financial Report

The financial report was the same as the previous meeting apart from £10k being received from Locality.

Actions

- ***Complete South Norfolk Council grant application form.***

7. Project Plan

a. Design Codes Report

Due to staff holidays AECOM had not been able to provide a draft copy of the Design Codes Report for this meeting. A draft will be available for the next NP SG meeting.

Actions

- ***CP to chase up AECOM regarding the draft Design Codes Report.***

b. Issues & Options Analysis Report

The report had been started to be considered at the last NP SG meeting. Pages 13 to 19 were considered at this meeting and the final pages will be considered at the next meeting. It was agreed a map should be prepared to show which hedgerows should not be touched.

Actions

- ***LC to prepare a draft green spaces document.***
- ***LC to provide a map for green and blue corridors.***
- ***LC to prepare a key views template.***
- ***LC to prepare a map for hedgerows.***

c. Draft Plan

LC confirmed she had started to prepare the draft plan.

Actions

- ***LC to continue preparing the draft plan.***

d. Focus Groups

RB confirmed that four History Walks had been arranged. The most recent walk went up to Chedgrave estate gates, to the Church, the Pits and came back through the boatyard. Those attending the walk stopped at points of interest, asked lots of questions and photos were taken. Due to the interest with the History Walks it was agreed to do similar walks with an environmental theme.

Actions

- ***CP to upload walk details onto the NP website, onto Chet Facebook page and circulate via email.***
- ***RB to prepare a document with information gathered on the walks.***

JS left at 8.30 pm.

e. Chet Contact

Details of the History Walks will be included in the next copy of Chet Contact.

Actions

- ***RB offered to prepare the article for the next issue of Chet Contact.***

f. Meeting dates

The Christmas social will be held on 7th December 2022 at the White Horse and will start at 7.00 pm. It was agreed that the NP SG meeting dates needed regularity for next year and will be on the first Wednesday of the month.

Actions

- ***CP to book The Hollies and upload the dates onto the NP website.***

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

None.

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

Issues & Options, Draft Plan, Design Codes

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

To be reviewed at the next meeting.

Actions

- ***LC to prepare a revised timescales spreadsheet.***

11. Date and time of next meeting

The next Steering Group meeting is: **Wednesday 21st September 2022, 7.00 pm**

The meeting ended at 8.50 pm.