

## Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 26<sup>th</sup> January 2022, 7.00pm at the Library Annexe Rear Hall

### Minutes

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

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

**Apologies:** None.

#### 1. **Welcome**

JH welcomed everyone to the meeting and introduced Carla Petersen as the Chet Neighbourhood Project Officer. Each member of the Steering Group then introduced themselves to CP.

#### 2. **Apologies**

None.

#### 3. **Declarations of Interests**

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

#### 4. **Minutes of the meeting held 15 December 2021**

The minutes of the meeting held on 15 December 2021 were agreed as an accurate record after a proposal by CB and second by RB. The minutes were signed by JH.

##### **Matters Arising**

JS and HT will be attending a Beeline meeting next week.

##### **Actions**

- ***LC to forward a copy of the Diss and District NP ToR.***
- ***CP to include on the next agenda for approval the draft minutes of the meeting held on 24 November 2021.***
- ***CP to circulate a draft ToR before the next meeting.***

#### 5. **Collective Community Planning – Terms and Conditions -updated 17 December 2021**

Collective Community Planning Ltd Terms and Conditions for Neighbourhood Plans updated 17 December 2021 had been circulated to all the Steering Group members.

##### **Actions**

- CP to hold a copy on file.

#### 6. **Project Plan**

The Project Plan spreadsheet had been updated and circulated to all the Steering Group members. LC confirmed the Locality programme might change in April 2022. LC will complete the Locality Funding application form with JH being the first point of contact on the form and with CP being copied in. After Locality have received the completed form it

will enable technical work to be considered for the Design Codes and the Housing Needs Assessment.

### **Actions**

- ***LC to complete the Locality funding application form and forward to JH and CP.***

## **7. Draft Survey for discussion**

LC had prepared a draft survey which had been circulated to all Steering Group members for their consideration. Each question was considered, and any alternations noted by LC. Next week a revised draft copy will be circulated. An A5 flyer will be designed giving details about the survey and the various methods on how to respond. The flyer will be inserted into the Chet Contact magazine which is hand delivered to all households in Loddon and Chedgrave.

Roberts will be approached to carry out the printing. The boxes, with blank surveys for collection and for return of completed forms, will be placed in locations around Loddon and Chedgrave – at the Library, Co-op, Rosy Lees, The Terrace, Chedgrave Stores, both Holy Trinity in Loddon and All Saints church in Chedgrave, schools, and shops. The Steering Group members offered to ask the locations if they would agree to having a box on their premises for the completed surveys. The survey consultation start date will be 25 February 2022.

### **Actions**

- ***LC to update the draft survey and re-circulate***
- ***LC to provide a sample flyer***
- ***RB to ask the editors of the Chet Contact magazine to reserve a page in every edition for latest news on the NP***
- ***CB to contact Rosy Lees about having a box***
- ***RB to contact the Churches about having boxes***
- ***PH/HT to design the A5 flyer***
- ***PH/HT to write an article for the Chet Contact magazine (submission cut-off date 8<sup>th</sup> of the month)***
- ***HT/PH/JH to arrange posters for the noticeboards***
- ***CP to arrange Facebook and website advertising***
- ***CP to check all methods have been used to advertise the survey***
- ***CP to arrange hard copies of the survey are available in the schools, churches, and the library***
- ***DJ to contact the Chedgrave shops about having boxes for collection and return***

## **8. Any other business**

None.

## **9. Date and time of next meeting**

The next Steering Group meeting is: **Wednesday 23<sup>rd</sup> February 2022, 7.00 pm**