

## **Loddon and Chedgrave Neighbourhood Plan (LCNP) Steering Group Meeting**

**Held on Wednesday 7<sup>th</sup> July 2021, 6.30pm at the Loddon Library Annexe Rear Hall**

### **Minutes**

**Present:** Jane Hale (Chairman), Richard Ball, Daniel Cox, Pat Holtom, Nick Hurst-Williment, David Johnson, John Scent, Oscar Servant, Jo Sinfield, Dave Tarry, Heather Tew, Sophie Waggett.

**In attendance:** Georgina Hirst.

**Apologies:** Colin Gould (Vice-chairman).

#### **1. Introductions**

No new members of the Steering Group at this meeting.

#### **2. Apologies**

Listed above.

#### **3. Terms of Reference for LCNP Steering Group**

JH will email out the draft Terms of Reference prior to the next Steering Group meeting, along with a draft Memorandum of Understanding prepared by DJ, this outlines an agreement between the two parish councils and what will happen if one steps back from the Neighbourhood Plan process.

It was agreed to include a clause in the Terms of Reference specifying a maximum length of time for lack of attendance at Steering Group meetings, after which membership of the Steering Group would cease.

#### **Actions:**

- ***JH to email the draft Terms of Reference and draft Memorandum of Understanding to all Steering Group members.***

#### **4. Minutes of the meeting held 26/05/2021**

The minutes were agreed as an accurate record.

#### **5. Commissioning a Consultant**

GH reported that of the four consultant companies approached with the second stage letter (attached for info) requesting a proposal for project management with a staged approach and fees; three have replied with proposals which were circulated prior to the meeting.

It was agreed to contact the fourth consultant who has not yet submitted a proposal and invite them to still submit a proposal if they wish to.

It was agreed to invite the three consultant companies to attend separate interviews with a panel of Steering Group members. A scoring system to compare the workstreams prior to the interviews was suggested by SW.

JH asked all Steering Group members to look at the proposals and particularly at examples of completed Neighbourhood Plans supported by the consultants and named in their proposals. It was agreed to contact parishes that the consultants have worked with to request informal references and gather views on the consultants' work.

PH asked that Community Action Norfolk (CAN) be contacted to ask if they have details of any other consultants able to work on a Neighbourhood Plan. GH explained that the local / regional consultants already contacted were suggested by South Norfolk Council (SNC) Community Planning Team.

**Actions:**

- ***SW to look at scoring system for details within the consultants' proposals.***
- ***GH to circulate second stage letter.***
- ***All Steering Group members to look at Consultants' named completed Neighbourhood Plans and respond to group email with which parish contacts they are to make for informal references. GH to co-ordinate.***
- ***GH to contact CAN re further possible consultants.***
- ***RB to draft interview questions.***

**6. Community, Local Business and Stakeholder involvement**

The results from the post-it exercise carried out at the Steering Group meeting on 26/05/21 meeting will be discussed at the next meeting when more time is available.

**Actions:**

- ***Item re: post-it exercise results on next agenda to discuss further.***

**7. Designation of Neighbourhood Area Application**

This has been received by SNC. A six-week SNC consultation will be carried out upon receipt of the list of local organisations and contacts.

See item 10 below - If other parishes do wish to join the NP this would require a change to the designation of neighbourhood area application.

**Actions:**

- ***GH to send list of organisations and contacts to SNC.***

**8. Communication / Promotion**

JH reported that CG is in contact with a Parish Councillor from Poringland who has been involved in their Neighbourhood Plan and may be able to attend a Steering Group meeting to talk about the NP process from Poringland's perspective.

**Actions:**

- ***JH / CG / GH to contact Poringland Councillor with future meeting dates and invitation to attend.***

## 9. Funding

Funding applications need to be submitted to enable the consultants to be commissioned. GH explained that funding applications ask for a vision of the NP, however as no consultation has been undertaken yet a vision is not yet formulated. SW suggested that the vision can be amended as the NP is developed and it would be helpful to find good examples of visions from other NPs.

Is it necessary to send the Terms of Reference with the funding applications?

It was suggested that a Housing Needs Survey be considered as part of the Neighbourhood Plan because there is funding available to undertake one and it is some years since the last one was completed.

### **Actions:**

- ***GH to draft the funding applications to South Norfolk Council and Locality.***
- ***GH to confirm if ToR are required with funding applications.***
- ***All Steering Group members to collect good examples of visions from other NPs.***
- ***GH to find details of last Housing Needs Surveys for the area.***

## 10. Any other business

JH asked Steering Group members to consider re-naming as the 'Chet Neighbourhood Plan'. Considerations for this include that the Chet is already a recognised name used in the area e.g., Chet Contact, ChetChat, the Church and GPs.

Would other Chet parishes such as Hales and Heckingham or Langley with Hardley wish or expect to join or be included in a Chet NP?

PH asked if the parish councils are members of the Rural Services Network as this is another good source of support and information.

### **Actions:**

- ***Item re: re-naming as Chet NP on next agenda to discuss further.***

## 11. Date and time of next meeting

The next meeting date was re-arranged due to the hall being required for a postponed Parish Council meeting; therefore, the next meeting date was agreed as:

**Wednesday 4<sup>th</sup> August 2021, 7.00pm**

Meeting closed at 7.05pm