

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

Held on Wednesday 23<sup>rd</sup> February 2022, 7.00pm at the Library Annexe Rear Hall

### Minutes

**Present:** Jane Hale (Chairman), Colin Gould (Vice-chairman), David Johnson, Colin Binfield, Pat Holtom, Heather Tew, Jo Sinfield, Richard Ball, Daniel Scott.  
**In attendance:** Carla Petersen, LPC and Louise Cornell, Collective Community Planning  
**Apologies:** None.

#### 1. **Welcome**

JH welcomed everyone to the meeting.

#### 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 on 24<sup>th</sup> November 2021**

The minutes of the meeting held on 24<sup>th</sup> November 2021 were agreed as an accurate record. The minutes were signed by JH.

#### 5. **Minutes of the meeting held 26<sup>th</sup> January 2022**

The minutes of the meeting held on 26<sup>th</sup> January 2022 were agreed as an accurate record. The minutes were signed by JH.

#### Actions

- ***It was confirmed that all actions from the minutes had been carried out.***

#### 6. **Collective Community Planning – Update**

LC confirmed she had amended the survey and recommended that as many as possible complete the Survey online. LC will analyse the survey results after the closing date and prepare a report.

#### Actions

- ***CP to upload all the completed hard copies of the surveys.***
- ***LC to contact AECOM for a start date of working on the Design Codes and Housing Needs Assessment reports.***

#### 7. **Neighbourhood Plan Project Officer – Update**

JH and CP attended a virtual AECOM meeting on 3 February 2022. AECOM agreed the Design Code technical report could go ahead. Details of the AECOM online application form will be copied over to the Housing Needs Assessment department. Attended an Induction session with Georgina Hirst, LPC. Attended a NP Network meeting on 9

February 2022. Made enquiries with Steve Jackman about the cost of a simple website for the NP. Helped HT and PH with the survey posters.

#### **8. Terms of Reference. Agree upon a course of action.**

A draft Terms of Reference had been prepared based on the Diss Terms of Reference and had been circulated to all the Steering Group members before the meeting. A few changes were agreed, and JH confirmed she would make the changes after the meeting and recirculate. The document will need to be ratified by both Parish Councils at their next meetings.

##### **Actions**

- ***JH & CP to provide both Parish Councils with a copy of the updated draft Terms of Reference.***

#### **9. Logo and advertising**

The person who designed the logo, header & footer has done a superb job. It was agreed he should be paid £200 for his work. HT was thanked for sorting the logo.

#### **10. Project Plan**

**a. Website** – CP had contacted Steve Jackman, a website designer, who is known to LPC. Unfortunately, the quote had not been received in time for the meeting. Steve had already confirmed it would take him approximately two weeks to design a NP website. It was agreed a website should be set up as soon as possible with a maximum spend of £250.

##### **Actions**

- ***CP to follow up.***

**b. Funding** – The funding application has been submitted to Locality. Any unspent Locality funding will need to be returned to them before 31 March 2022. An application form needs to be submitted to SNC for NP funding.

##### **Actions**

- ***GH and CP to complete the SNC application form.***

**c. Survey** – Thanks were given to all for their help in preparing the flyer and getting it circulated in time for the current issue of the Chet Contact magazine. The boxes had been prepared for the surveys blanks and completed surveys. SG members will distribute the boxes to the agreed locations. A4 posters have been laminated and will be distributed throughout Loddon and Chedgrave in the shops and people's houses. LC had prepared a QR code which links directly to the survey. Completed surveys will be returned to HT who will then pass them onto CP. Local Stakeholders will be provided with a copy of the survey.

##### **Actions**

- ***CP to contact local stakeholders and groups and let them know about the survey.***

**d. Consultation plans** – It was agreed to focus this time on the survey. Public consultations will be carried out further down the line.

#### **11. To receive an update from NP Steering Group members.**

A request was made for Chet Contact and a Financial Report to be regular items on the agenda.

##### **Actions**

- ***CP to add to future agendas.***

#### **12. Review timescales and consider what we need to do to keep to key milestones**

It was agreed the date of the April Steering Group meeting would be brought forward to 20 April 2022 to allow a quicker review of the survey results. Focus Groups will then be set up in May 2022. An article will be written for Chet Contact. Due to limited space in the magazine the article will feature on the LPC page one month and then on the CPC page the next month.

##### **Actions**

- ***CP to arrange the change of the meeting date in April.***
- ***HT to write an article for the next Chet Contact magazine.***

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

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

**The meeting ended at 8.55 pm.**