

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 3 May 2023, 7.00 pm at the Hollies, Loddon

Minutes

Present: Jane Hale (Chairman), Richard Ball, Colin Gould, Jo Sinfield, Colin Binfield, Heather Tew (arrived at 7.45 pm)

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

1. Welcome

JH welcomed everyone to the meeting.

2. Apologies

Heather Tew (another meeting so will be a little late), Pat Holtom.

David Johnson has not stood as councillor at Chedgrave Parish Council and confirmed in writing that he wishes to resign from the NP Steering Group. The group were all deeply sorry to hear that David Johnson will no longer be part of the NP SG. His input has been most appreciated and extremely valuable.

Actions

- ***CP to contact David Johnson and thank him for his valuable input with the NP.***

3. Declarations of Interests

Declaration of Interests forms from the Steering Group members have already been completed. Colin Binfield declared an interest in Garden Court LGS.

4. Minutes of the meeting held 5 April 2023

The minutes of the meeting held on 5 April 2023 were agreed as an accurate record. The minutes were signed by JH.

Actions

- ***Unfortunately, the Chet Contact entry for the May 2023 edition, despite being submitted on time, had not been included. JH offered to make enquiries as to why the article was not printed.***
- ***All completed.***

5. Collective Community Planning – Update

LC reported the BA comments have been incorporated in the plan. LC has reviewed the Executive Summary prepared by RB. Still waiting for the SNC comments. LC will contact Victoria West after tonight's meeting and advise her of our timeframes.

Actions

- ***LC to contact Victoria West at South Norfolk Council and advise her of the plan timeframes.***

6. Neighbourhood Plan Project Officer – Update & Financial Report

Prepared the extra newly agreed Local Green Spaces landowner letter and posted it on 12 April 2023. Continued to add responses from the Local Green Spaces landowners letters to the working document and forwarded on responses to LC as they arrived. Several new subscribers have signed up to the Chet NP website. CP and GH prepared and submitted the Locality End of Grant report. There was unspent funding of £2422 which has been returned to Locality. Another Locality grant application will need to be submitted when the programme opens again in the next financial year. The SG members discussed a

virement of funds from the printing and other budgets to the Project Officer budget. It was proposed a virement of £3k was made for the start of the 2023/24 financial year. Proposed by Jo Sinfield, seconded by Colin Gould and unanimously agreed by all. The next NP SG meeting is on Wednesday 31 May 2023 and will be held at the Hollies.

Financial Report

The financial report as at 3 May 2023 had been prepared by GH and circulated to the SG members before the meeting.

HT reported that the person who had designed the Chet NP logo had never provided us with an invoice and therefore had not been paid. The NP SG all agreed the logo has been brilliant and most certainly has helped with the progression of the NP. The group discussed how much the person should invoice for and felt that £250 was appropriate. HT confirmed she will contact the logo designer.

Actions

- ***CP to forward to LC any new comments received from Local Green Spaces landowners letters.***
- ***HT to contact the logo designer.***
- ***CP to advise GH on the virement of funds.***

7. Project Plan

a. Draft plan including informal feedback from District Council

Still waiting for comments to come through from South Norfolk Council. LC to contact Victoria West at South Norfolk Council advising her about the Regulation 14 consultation dates and ask if they can possibly get their comments back to us by 20 May 2023. This will then allow the group time to consider the comments and prepare the necessary documents.

Actions

- ***LC to contact Victoria West at South Norfolk Council***

b. Regulation 14 Consultation

The Regulation 14 Guidance document had been circulated to the members before the meeting. The NP SG members agreed the following:-

- Consultation will launch on 5 June 2023 and end on 30 July 2023.
- Hard copies of the plan will be available in the Library.
- Comments sheets will be available in the Library.
- Online survey will be available along with a QR code.
- 100 copies of the plan will be printed and comb bound.
- 100 copies of the Executive Summary will be printed.
- 50 copies of comments sheets.
- Copies of the Executive Summary will be available in Chet Sores, Jubilee Hall, Brian Clarke Rooms, Loddon Garden & DIY, Rosie Lee Tearooms.
- Posters will be printed advertising the two events and these will be displayed throughout Loddon and Chedgrave.
- Banners advertising the two events will be placed in the same places as the last event.
- Press release will be arranged at the end of May 2023.
- Events will be advertised on Loddon Eye.
- Events will be advertised on Chet NP Facebook page.

Actions

- ***CP to arrange for the printing of the copies of the plan (after any recent amendments have been carried out)***
- ***CP to prepare posters***
- ***CP to prepare banners***
- ***CP to upload Executive Summary onto Chet NP website***
- ***LC to prepare survey***

c. Consultation day events

There will be two consultation day events, which will be an opportunity to hear more about the plan, view the policies and speak to those involved in developing it. The first event will be held at All Saints Church Rooms, Chedgrave on Thursday 8 June 2023 1.30 pm or 3 pm. The second event will be held at The Hollies, Loddon on Saturday 17 June 2023 10.00 am or 12 pm. LC will deliver a PowerPoint presentation. Refreshments will be available at both events.

Actions

- ***RB to amend the start time of the event at All Saints Church Rooms***
- ***CP to prepare display boards for policies, LGS, key views, maps and Design Codes***
- ***RB to drop off the banners at LPC offices***

d. Local Green Spaces Landowners letters

CP had forwarded any new Landowners comments to LC who had compiled a working document. The NP SG read through the comments received and were thankful for the responses. There will be a formal opportunity for Landowners to comment. LC will prepare a letter for the residents at Church Close to explain more about Local Green Spaces. Some extra suggestions for Local Green Spaces had been received from Loddon PC. The group considered the suggestions and their comments are as follows:-

- Pyes Mill – Owned by SNC
- The Staithe – Owned by SNC
- Loddon Common – Registered Common Land
- Farthing Green – Too small
- Hales Green – Registered Common Land

Actions

- ***CP to forward LC any new Landowners comments.***
- ***LC to prepare a letter for the residents at Church Close***
- ***CP to circulate the letter to the residents at Church Close***
- ***CP to update LPC on the LGS suggestions***

e. Focus Groups

RB reported that the walking group are continuing to meet.

Actions

- ***None***

f. Chet Contact

Discussed the content for the next issue of Chet Contact which will focus on the progress of the draft plan, consultation day events and their format, the Executive Summary, the online survey, formal consultation dates of 5 June 2023 to 30 July 2023.

Actions

- ***JH to prepare the article and circulate to the group members before emailing to Chet Contact.***

- ***JH will ask Chet Contact to confirm that the article will definitely be printed in the next issue.***

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

None.

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

Regulation 14, Consultation events, PowerPoint presentation.

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

LC confirmed the plan is on track.

11. Date and time of next meeting

A meeting to only discuss the plan comments received from South Norfolk Council has been arranged for 24 May 2023. The meeting will be held at the Hollies, Loddon and will start at 7.00 pm.

The next Steering Group meeting is: **Wednesday 31st May 2023, 7.00 pm**
The meeting will be held at the Hollies, Loddon.

JH confirmed she will not be able to attend the NP SG meeting on 5 July 2023. It was agreed that the meeting on 5 July 2023 should be cancelled as two public consultation events will have been held quite recently.

The meeting ended at 8.50 pm.