

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 6th July 2022, 7.00 pm at the Library Annexe Rear Hall

Minutes

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

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Colin Gould (illness), Daniel Scott (illness).

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 25th May 2022**

The minutes of the meeting held on 25th May 2022 were agreed as an accurate record. The minutes were signed by JH.

5. **Minutes of the meeting held 15th June 2022**

The minutes of the meeting held on 15th June 2022 were agreed as an accurate record. The minutes were signed by JH.

Actions

- **SNC prepared the maps for using at the Public Consultation Day.**
- **The documents and posters etc were reviewed by the group. More posters will be prepared for 9 July 2022 using the format already used.**
- **A rota was prepared to ensure all times were covered on 9 July 2022.**

6. **Collective Community Planning – Update**

LC reported that she had been focusing on preparing for the Public Consultation Day. Unfortunately, LC will not be able to make the next Steering Group meeting. The draft Housing Needs Assessment report only arrived today and had been circulated to the Steering Group members. A draft plan should be ready in the Autumn and the Public Consultation Day event will be held in Chedgrave.

Actions

- **LC to start preparing the Issues & Options report**

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

The new website went live on 28 June 2022. The recent drone photos have been uploaded onto the website. Previous NP documents and minutes will be uploaded onto the website over the coming weeks. Received an invoice from Steve Jackman for his website services. This has been given to LPC for payment. Prepared a Privacy Notice for the website. Ordered the maps from SNC for the Consultation Day. AECOM are still preparing the Design Codes report. Prepared an A4 flyer which will be handed out at the Consultation Day. Prepared and arranged for the printing of banners to advertise the NP. Provided Chet Contact magazine with an article for including in their

latest issue. Started to prepare the card displays for the Consultation Day. Purchased the “stationery” items for the Consultation Day.

Financial Report

The Locality funding application form needs to be started again as the date expired on the original application. The form should be completed on 1 July 2022 and will then be submitted to Locality. Waiting on an update on the submitted SNC NP grant application. A few stationery items have been purchased, card from Roberts for the displays, Steve Jackman’s invoice was £130 (the agreed amount) and the banners from Vinyl Banners Printing cost £59.79. The website costs of £172.80 and £14.34 were paid directly using the LPC card.

Actions

- **Complete Locality Funding application form.**

8. To sign the Chet Neighbourhood Plan Steering Group Terms of Reference

The Chet Neighbourhood Plan Steering Group Terms of Reference were signed by JH.

9. Project Plan

a. Focus groups

The groups have been meeting and more updates will be available at the next meeting. The Transport and Community Facilities group had prepared a report.

Actions

- **CP to circulate the Transport and Community Facilities group report to all NP SG members and CCP.**

b. Chet Contact

The article for the next Chet Contact magazine will be agreed at the next NP SG meeting.

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

The NP SG requested a breakdown of NP spending and income.

Actions

- **CP to arrange for a balance sheet to be presented at each NP SG meeting.**

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

Housing Needs Assessment report, Design Codes report, Issues & Options, consultation event in Chedgrave

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

To be reviewed at the next meeting.

13. Date and time of next meeting

The next Steering Group meeting is: **Wednesday 10th August 2022, 7.00 pm**

The following Steering Group meeting dates were agreed:

Wednesday 31 August 2022

Wednesday 28 September 2022

Wednesday 26 October 2022

Due to the Library Rear Annexe no longer be available for use an alternative venue will be sourced.

The meeting ended at 8.35 pm.