

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 2 November 2022, 7.00 pm at the Hollies, High Street, Loddon

Minutes

Present: Jane Hale (Chairman), Richard Ball, David Johnson, Colin Binfield

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Jo Sinfield (family commitment), Heather Tew (health), Pat Holtom (family commitment) and Colin Gould (health)

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 21 September 2022**

The minutes of the meeting held on 21st September 2022 were agreed as an accurate record. The minutes were signed by JH.

Actions

- ***CP to ask LPC about permissive path maps and enquire about a map the group can use.***

5. **Collective Community Planning – Update**

LC had been busy preparing the draft plan which was circulated to NP SG members before the meeting.

Actions

- ***NP SG to prepare a list of empty shops.***

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

Still a little more work to be carried out on the website. Facebook link has been added to the NP website. Emailed the draft Design Codes comments to AECOM. Unfortunately, due to holidays the revised document has not yet been received. AECOM have been advised of the next NP SG meeting date. Uploaded history walks onto the NP website and onto Chet NP Facebook page. South Norfolk Council raised a couple of queries with the NP grant application and will be contacted again next week to check on progress.

Financial Report

The financial report as at 27th October 2022 had been prepared by GH and circulated to the SG members.

Actions

- ***CP to check on the progress of the submitted South Norfolk Council grant application form.***

7. Project Plan

a. Design Codes Report

NP SG reviewed the draft Design Codes report and had prepared a document with their comments. The document along with the Broads Authority and South Norfolk Council comments were emailed to AECOM.

Actions

- ***NP SG to review the revised Design Codes report after the amendments have been carried out.***

b. Draft plan

LC had prepared a draft document which had been circulated to the group before the meeting.

Actions

- ***NP SG to forward draft plan comments and extra information to LC before 16 November 2022.***

c. Issues & Options Analysis Report

Report has been completed.

d. Local Green Space Assessment Document

Further work will be carried out by the Focus Groups in conjunction with the History/Environment walks.

e. Views Assessment Report

Further work will be carried out by the Focus Groups in conjunction with the History/Environment walks.

f. Focus groups

DJ has contacted local neighbouring parishes regarding the Chet NP project.

RB has circulated to the NP SG members documents from the History & Heritage Focus Group which were prepared by himself and Mike Brackenbury. The two documents will be combined.

Actions

- ***RB to combine the two History & Heritage documents.***
- ***JH & CG Focus Group to work more closely with the History & Heritage Focus Group.***

g. Chet Contact

Discussed the content for the next issue of Chet Contact. Article will focus on vision, objectives, and focus groups.

Actions

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

h. Draft plan consultation events

LC confirmed consultation events are likely to be held in March 2023.

i. Other policies

Included in the draft plan.

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

None.

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

Draft plan

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

LC advised that the NP is running a little behind the timescales.

11. Date and time of next meeting

The meeting on Wednesday 30th November 2022 has been cancelled.

The next Steering Group meeting is: **Wednesday 7th December 2022, 7.00 pm**

The meeting will be held at the Church Centre, Chedgrave

The meeting ended at 8.35 pm.