

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 21 September 2022, 7.00 pm at the Hollies, High Street, Loddon

Minutes

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

In attendance: Carla Petersen, LPC and Louise Cornell, Collective Community Planning, Emily Curtis, LPC Parish Clerk

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Colin Binfield and Colin Gould.

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 31st August 2022**

The minutes of the meeting held on 31st August 2022 were agreed as an accurate record. The minutes were signed by JH.

Actions

- ***LC to provide maps for the next meeting.***

5. **Collective Community Planning – Update**

LC confirmed she is halfway through writing to the draft plan and has been focusing on the Issues & Options report.

Actions

- ***LC to continue preparing the draft plan and policies.***

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

Minutes and documents have been uploaded onto the NP website. There is still a little more work to be carried out on the website. Chased up AECOM regarding the Design Codes report. A draft copy of the report was received just before this meeting. Uploaded history walks onto the NP website, onto the Chet Facebook page and circulated details via email. The Locality Funding has been received into the LPC bank account. The SNC NP grant application has been submitted. Chedgrave PC have been invoiced for their contribution to the NP and will be on their October 2022 payment schedule. Circulated draft documents prepared by LC. Booked meeting dates for the whole of the year 2023 at The Hollies. Dates are on the NP website. A full financial statement has been prepared by GH for this meeting. The next NP SG meeting is on Wednesday 2 November 2022 at 7.00 pm.

Financial Report

The financial report as at 14th September 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. Issues & Options Analysis Report

LC had prepared a draft report, and this had been circulated to the group before the meeting. The group considered the report and felt that it might be a good idea to develop a cycle network, have a policy around the conservation area and a policy on non-designated heritage assets (outside of the conservation area).

Actions

- ***LC to source a map on current permissive paths.***

b. Local Green Space Assessment Document

LC had prepared a draft document which had been circulated to the group before the meeting. Further work will be carried out by the group to complete the necessary information for the document.

Actions

- ***NP SG to continue working on the document.***

c. Views Assessment Report

LC had prepared an assessment template of key viewpoints. This had been circulated to the group before the meeting. Further work will be carried out by the group to complete the necessary information for the document.

Actions

- ***NP SG to continue working on the document.***

d. Design Codes Report

The draft Design Codes report had only just been circulated to the group. Due to the number of pages in the document it was agreed to hold a meeting on Friday 7th October 2022 (location to be confirmed) at 7.00 pm to go through the document in greater detail. Any amendments will be emailed to AECOM after the meeting.

Actions

- ***Confirm meeting location.***
- ***CP to email the comments to AECOM.***

e. Focus Groups

The History Walks have been a tremendous success. It was most pleasing to also have interest from new people attending the walks.

Actions

- *RB offered to prepare a document with information gathered on the walks.*

f. Chet Contact

Details of the Environment Walks will be included in the next copy of Chet Contact.

Actions

- *RB offered to prepare the article for the next issue of Chet Contact.*

g. Draft plan consultation events

To be carried forward to the next meeting.

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

None.

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

Draft plan, other policies, and draft plan consultation events.

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

LC had prepared a revised timescales spreadsheet and this had been circulated to SG members before the meeting.

11. Date and time of next meeting

The next Steering Group meeting is: **Wednesday 2nd November 2022, 7.00 pm**

The meeting ended at 8.40 pm.