

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 16 August 2023, 7.00 pm at the Hollies, Loddon

Minutes

Present: Jane Hale (Chairman), Richard Ball, Heather Tew, Pat Holtom, Diana Drecin

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Apologies received from Colin Binfield and Jo Sinfield.

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 31 May 2023**

The minutes of the meeting held on 31 May 2023 were agreed as an accurate record. The minutes were signed by JH.

Actions

- ***HT confirmed that she still needs to contact the person who designed the Chet logo. An update will be provided at the next Steering Group meeting.***
- ***CP confirmed the virement of funds has been completed.***
- ***All other actions completed.***

5. **Collective Community Planning – Update**

LC provided her update at item 7.a.

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

Arranged printing and advertising for the Regulation 14 Consultation. Prepared display boards for the Regulation 14 Consultation events in Loddon & Chedgrave. Article was published in Chet Contact giving details about the Regulation 14 Consultation and where the draft plan can be inspected and where copies of the documents could be collected from. Arranged for a display to be left in the library for the duration of the consultation period. A full printed version of the draft plan and all the policies including Design Codes, Housing Needs Assessment was made available in Loddon TC office. Arranged for hard copies of the survey and summary document to be left at agreed locations in Loddon and Chedgrave. Banners and posters were displayed in locations around Loddon and Chedgrave advertising the consultation events. Pre-submission version of plan, Views and Local Green Spaces, SEA Screening, Design Codes and Housing Needs Assessment were made available on the Chet NP website. Clear information was provided on how to complete the survey. The survey link and a QR code were made available on the website which when clicked on or scanned took you to the survey. Hard copies of the plan, summary document and survey form were made available in the Library, Chet Stores and in Loddon TC office. Document stock levels were checked on a regular basis and topped up as necessary. At each consultation event we offered those attending the opportunity to request printed copies of any documents they would like as some do not have the internet or find it difficult to read lengthy documents on a screen. Regulation 14 Consultation email sent to all the relevant stakeholders. The Regulation 14 Consultation responses completed on paper were all submitted online. Stakeholder responses were forwarded to Collective Community Planning. On 25/07/23 Locality advised that applications for more funding can now be made. Locality grant funding application was completed by GH and me on

09/08/23. Virement of funds has been carried out by GH on 09/08/23. There will be a change of Neighbourhood Plan Project Officer working hours at the end of August 2023. As most of the work has been completed by the Neighbourhood Plan Project Officer from September 2023 hours worked will be as any work comes through and with no attendance on Wednesdays in Loddon. Any emails will be attended to in the evenings or weekends. Details will be confirmed in writing by Loddon TC Personnel Committee. The next time the NP SG members will be meeting up will be on Wednesday 27 September 2023 at the White Horse, Chedgrave which will be a social event.

Financial Report

The financial report as at 9 August 2023 was prepared by GH and circulated to the SG members. As Locality has opened applications for more funding an application has been made for £7500. Any unused funding when received will need to be returned to Locality before 31/03/24. The remaining 25% of SNC grant £1500 to be claimed (by the end of August 2023) now Regulation 14 consultation is complete.

7. Project Plan

a. Regulation 14 Consultation feedback comments and feedback

LC provided her update here. LC reported that she was really pleased with the volume of feedback from the Regulation 14 Consultation. All comments had been compiled together in a report and had been circulated to the members before the meeting.

The group discussed and considered all the comments which had been received and relevant comments were taken on board.

DD said that she will raise the comments received about blue and green corridors at the next Beeline meeting.

After a discussion and careful consideration by the members, it was agreed to remove the Loddon Campsite and Marina as a Local Green Space.

It was agreed to revise some of the view photos.

The members agree to keep the views the same as they are.

Based on a comment received the group will recommend that both Loddon TC and Chedgrave PC designate a planning person to monitor that new planning applications have used NP policies.

LC explained to the group the next steps with the plan:

- LC will make any agreed amendments to the plan, write a consultation statement and a statement of conditions. These will be done as soon as possible and sent to SNC.
- It is likely that SNC will consider the plan at their October 2023 cabinet meeting.
- SNC will then arrange a Regulation 16 consultation which will last 6 weeks.
- After the Regulation 16 consultation, all comments received from the consultation will be sent to an Independent Examiner who will examine the plan. The NP SG will be given the opportunity to appoint the Independent Examiner.
- Usually, the Independent Examiner takes about 1 month to prepare their report. The Independent Examiner will consider if the plan meets the basic conditions with or without modifications.
- SNC will then consider the Independent Examiners recommendations and decide whether the plan will proceed to referendum which will determine whether to “make” the Chet Neighbourhood Plan.
- It is likely that the Referendum will be in 6 months’ time.

Actions

- ***LC to submit the plan to SNC as soon as possible.***
- ***CP to advise LTC and CPC about considering appointing a person to monitor new planning applications after the NP has been to Referendum.***

b. Chet Contact

Agreed the next NP contributions for Chet Contact will be in the form of a table listing all the stages so that residents can keep track of what is happening. Future copies of Chet Contact will use the same table with the stages marked off so that residents can see the progress that is being made.

c. Website accessibility – To discuss and agree upon a process for checking the website and documents.

A Regulation 14 comment received from SNC had mentioned that all plan documents must meet website accessibility requirements. LC confirmed that documents had been prepared considering website accessibility however SNC use a software package which can raise different results. NP Project Officer had read the SNC comment and when applying for Locality funding an amount had been requested for help towards extra time and costs to check the documents. LC said that CCP has recently purchased the software package which SNC use. As there will be extra time involved in checking that “all” plan documents meet the website accessibility requirements CCP will raise an invoice for any extra time costs.

Actions

- ***LC to raise an invoice for time taken to check the plan documents meet all website accessibility requirements.***

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

None.

9. To consider any future meeting dates.

To be agreed later.

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

The next Steering Group meeting (social event at the White Horse, Chedgrave):

Wednesday 27 September 2023, 6.30 pm (food) and 7.30 pm (drinks)

The meeting ended at 9.20 pm.