

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 10th August 2022, 7.00 pm at the Hollies, High Street, Loddon

Minutes

Present: Jane Hale (Chairman), Colin Binfield, Colin Gould, Richard Ball, Heather Tew, Pat Holtom, Jo Sinfield

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Daniel Scott (another commitment).

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 6th July 2022**

The minutes of the meeting held on 6th July 2022 were agreed as an accurate record. The minutes were signed by JH.

Actions

- ***Confirm at every NP SG meeting who will prepare the content for the Chet Contact magazine.***

5. **Collective Community Planning – Update**

LC had prepared notes on the results from the Consultation Day held on 9 July 2022. The notes had been circulated to the NP SG and were discussed in the meeting. LC had prepared a draft Issues & Options report which will be discussed and considered at item 7c. LC to start preparing a draft plan.

Actions

- ***LC to start preparing a draft plan.***

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

Attended the Public Consultation Day on 9 July 2022. There were 58 attendees on the day. Those attending were also very keen in becoming involved with the Focus Groups. Their details and preference for group/s were taken and they have been contacted. The Locality funding application form was submitted. The Locality Grant Acceptance form was accepted and the funding of £10k should be in the bank account this week. The SNC NP grant application will now be applied for. Read the draft Housing Assessment report. Only found a few very minor alterations. These were given to AECOM. The Design Codes report is still being prepared by AECOM. A brief Design Codes document was sent through by AECOM in time for using at the Public Consultation Day. Documents and minutes etc will be uploaded onto the new website over the coming weeks. As requested at the last meeting a full financial

statement will be prepared for each meeting. The report will be prepared by GH. The next NP SG meeting is on 31 August 2022.

Financial Report

GH had prepared a Chet Neighbourhood Plan Accounts Summary as at 4 August 2022. The group were most pleased with the layout of the document and thanked GH for its preparation. GH had noted that the initial budget was originally prepared with £10k Locality funding. However, undertaking Design Codes has provided the option for up to a further £8k of Locality Funding, which had not been included in the Accounts Summary statement. Chedgrave PC will be invoiced for their contribution to the NP budget, for payment in September 2022.

Actions

- ***Complete South Norfolk Council grant application form.***

7. Project Plan

a. Housing Needs Assessment Report

The Housing Needs Assessment Report had been circulated a few weeks ago to the NP SG members. Discussions took place on affordable housing, vacant properties, and holiday lets. It was noted that the Taylor Wimpey Broadland Meadow development which was built in 2014 still looks good. Having considered the HNA report it was identified that there is a need for first homes for those living and working in the parishes. LC to draft a policy.

Actions

- ***LC to prepare a First Homes policy.***

b. Design Codes Report

The AECOM draft report has not been received.

Actions

- ***CP to chase up AECOM and try to arrange for a draft copy for the next meeting.***

c. Issues & Options Report

LC had prepared a draft Issues and Options Analysis Report, and this circulated to members before the meeting. The document was studied page by page. Discussions took place on modular homes, and it was suggested that a policy would be written to be included in the NP. Other items discussed were solar panels, community wind turbines and district heating. Due to time restrictions pages 13 onwards will be considered at the next meeting.

Actions

- ***Continue with reviewing the report at the next NP SG meeting.***

d. Focus Groups

The groups have been meeting. The History Focus Group have arranged several walks around Loddon and Chedgrave and will provide feedback at the next meeting.

Actions

- ***Upload walk details onto the website, on Facebook and circulate via email.***

e. Consultation event in Chedgrave

An event will be arranged in Chedgrave for the draft plan to be considered and reviewed.

f. Chet Contact

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

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

None.

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

Issues & Options, Draft Plan, Design Codes, meeting dates

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

To be reviewed at the next meeting.

11. Date and time of next meeting

The next Steering Group meeting is: **Wednesday 31st August 2022, 7.00 pm**

The following Steering Group meeting dates were agreed and will be held at the Hollies:

Wednesday 21 September 2022

Wednesday 2 November 2022

Wednesday 30 November 2022

December date to be confirmed at the next meeting due to a booking clash.

The meeting ended at 9.15 pm.