

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 24th November 2021, 7.00pm at the Library Annexe Rear Hall

Minutes

Present: Jane Hale (Chairman), Colin Gould (Vice-chairman), Richard Ball, Pat Holtom, David Johnson, Jo Sinfield and Heather Tew.

In attendance: Georgina Hirst, LPC, Louise Cornell and Mark Thompson, Collective Community Planning.

Apologies: Colin Binfield

1. **Welcome**

JH welcomed everyone to the meeting including LC and MT, from Collective Community Planning.

It was agreed to circulate a definitive list of Steering Group members and to place the list on the LPC and CPC websites.

Actions

- ***GH to circulate Steering Group contact list and organise for it to be added to the websites.***

2. **Apologies**

Apologies listed above were received.

3. **Declarations of Interests**

There were no declarations of interests. It was agreed to follow up on any outstanding Declaration of Interests forms.

Actions

- ***GH to follow up outstanding forms.***

4. **Minutes of the meeting held 27th October 2021**

The minutes were agreed as an accurate record and signed by the Chairman.

Matters Arising

4.1 JH to do a report of the 1st October 2021 meeting following the consultant interviews, to be agreed by those present. It was also agreed that the interview notes would be stored with the minutes.

4.2 There was a recap discussion about the Steering Group operating as a joint committee of both Parish Councils. It was clarified that the employee, although employed by LPC will report directly to the Chet NP Steering Group Committee. The Terms of Reference for the Steering Group were discussed, and it was accepted that by operating as a committee the Steering Group meetings will be publicised and be open to the public. The PCs' funding for the NP will be split on a population basis.

DJ specified that the ToR be ratified by CPC after which any changes will be notified to the Chet NP Steering Group and to LPC for their ratification.

4.3 There was not sufficient volunteer availability to have a presence at the Victorian Evening on 10/12/21. An alternative opportunity to plan for is community events over the platinum jubilee extended weekend in June 2022.

Actions

- ***JH to prepare a report of the 01/10/2021 recruitment decision meeting.***

5. Collective Community Planning – Terms and Conditions

LC had not reviewed the terms and conditions. It was agreed to put them as an item on the December agenda.

Actions

- ***LC requested that Steering Group members inform her of any specific concerns.***

6. Aims and Objectives

RB explained that he, with HT and PH, had started the Vision and Aims document which has subsequently been modified following emails and E Gillespie's input. It was agreed there needs to be a balance between striving to achieve things for the parishes and viability and being realistic. LC commented that there is a limit to what can be put into policies e.g. cannot specify 100% of homes being zero carbon but can only encourage. However, the examiner will look at the policies rather than the objectives, as long as the objectives provide a supportive framework for the policies. MT added that the NP can also have encouraging community policies.

RB suggested that the vision and aims should be consulted on with the public and reflect views.

DJ suggested an increased emphasis on employment, jobs and skills.

Actions

- ***DJ to draft additions around jobs and skills.***

7. Project Planning

LC explained the project plan and timeline. Next steps will include taking to Locality about funding whilst the neighbourhood area consultation is ongoing. In December LC recommends planning the first consultation to cover approx. 4 weeks including events and considering an initial starter survey to ensure that questions cover the aims and objectives. The first consultation will need to take into account the recruitment timeline.

The work commissioned through AECOM, once agreed, will take 3 months to complete.

LC recommends getting the technical support in place as soon as possible for a Housing Needs Survey and Design Code.

The Housing Needs Survey will look at rented and owned housing – now and in the future.

The Design Code will produce a design guide for the area which can be included in policies. It will be in addition to the South Norfolk Design Code and be more localised.

Steering Group members will have opportunities to input including a walking tour and liaison. MT explained that the design code can look at contemporary design as well as heritage and LC commented that the consultation should identify what is 'special' e.g.

green space, views, heritage etc; this would build on existing evidence to identify special features.

8. Evidence Base

The first draft of the evidence base was discussed. Flooding issues were highlighted as important and that developments must consider flood risks. Questions were raised around Hardley Flood and the impact on the River Chet being dredged and navigable, plus the knock on effect on tourism and local business, it was agreed more evidence is needed around these factors.

Bowling greens are identified as green open spaces. It was suggested to include Bee-line linear spaces as green open spaces.

It was suggested to have discussions with the SNC planning conservation team.

The carbon emissions data from Exeter university has been included.

Action

- ***Contact Andrew Milner for more information about Bee-line***
- ***Discuss Conservation areas with SNC Officer Steve Beckett***

9. Funding Applications

GH and LC met to look at the SNC grant application. No further progress to date.

10. Project Administrator Recruitment

The basic job description was considered and agreed. The role will be 5 hours per week with flexibility for busier periods of the NP. It was considered that £11 p/hr was too low a rate and £15 p/hr was agreed. If the budget is capped prefer to reduce hours rather than pay a lower rate. A person specification needs to be prepared including IT skills, websites, social media and spreadsheets. The role will be advertised for 2-3 weeks, and interviews held in early January. LC or MT are willing to join the interview panel, LC is available 10, 13 or 14 January 2022.

Action

- ***GH to progress recruitment***

11. Any other business

None.

12. Date and time of next meeting

The next Steering Group meeting was moved from 22/12/21 and agreed as:

Wednesday 15th December 2021, 7.00pm