

## Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 20<sup>th</sup> April 2022, 7.00pm at the Library Annexe Rear Hall

### Minutes

**Present:** Jane Hale (Chairman), Colin Gould (Vice-chairman), David Johnson, Pat Holtom, Richard Ball

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

#### 1. **Welcome**

JH welcomed everyone to the meeting.

#### 2. **Apologies**

Colin Binfield (isolating).

#### 3. **Declarations of Interests**

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

#### 4. **Minutes of the meeting held 23<sup>rd</sup> March 2022**

The minutes of the meeting held on 23<sup>rd</sup> March 2022 were agreed as an accurate record. The minutes were signed by JH.

#### Actions

- ***Carried forward - JH to contact Chet Contact regarding advertising space.***
- ***Carried forward - Starting the website had been delayed due to the Terms of Reference not being signed off by both parishes.***
- ***It was confirmed that all other actions from the minutes had been carried out.***

#### 5. **Collective Community Planning – Update**

LC had prepared the Chet Neighbourhood Plan Consultation April 2022. This had been circulated to everyone before the meeting for their consideration. Overall 180 responses were received, including 165 from local residents. Results and comments received for each question were discussed. It was noted feedback results from children was low. It was agreed to prepare a short survey of approximately 5 questions which will be distributed to the local schools and Langley School and made available online. The questions will be prepared based on the original survey.

#### Actions

- ***Question 19 – a short list to be prepared.***
- ***Question 20 – photos to be taken of 6 – 8 key views.***
- ***Question 20 - map to be considered at the next meeting to identify 6 – 8 key views.***
- ***LC to prepare a short online survey for the local schools.***

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

Regularly uploaded online the completed survey forms. Reminder to complete the survey was placed on the parish council websites and Facebook. Contacted two website providers and requested quotes (in accordance with LPC Financial Regulations). Arranged for the collection of the survey boxes just after the closing date had finished. Arranged virtual meetings with AECOM to discuss Design Codes and Housing Needs Assessment. The two meetings were held on 7 April 2022 were attended by a representative from AECOM, JH, LC, and CP. Provided Chedgrave PC with an article for inclusion on their page in the next issue of Chet Contact magazine.

## Financial Report

Circulated a copy of the NP budget to all SG members. The End of Year Grant Report was submitted to Locality. Funding for 2022/23 will need to be applied for with Locality. The quote provided by CCP will be used to help complete the application form. Will liaise with GH and complete the application form. Waiting on an update on the submitted SNC NP grant application.

### Actions

- ***CP and GH to complete Locality Funding application form.***

## **7. To receive an update on the Chet Neighbourhood Plan Steering Group Terms of Reference**

The latest version of the draft Terms of Reference was considered. A few minor alterations were agreed upon. The revised document will be circulated to all members.

### Actions

- ***DJ to amend and recirculate to all members.***
- ***Revised Terms of Reference to be circulated to LPC and CPC.***

## **8. To receive an update on the revised Scheme of Delegation**

LPC had considered the draft Scheme of Delegation at their last PC meeting. Further work is required on the document.

### Actions

- ***JH to follow up with LPC.***

## **9. Project Plan**

**a. Website** – CP had sourced two further quotes from website providers. These quotes were considered along with the original one provided by Steve Jackman. It was unanimously agreed to accept the quote provided by Steve Jackman.

### Actions

- ***CP to follow up with LPC.***

**b. Funding** – Another Locality funding application form will need to be completed in April 2022.

### Actions

- ***CP to follow up.***

**c. Survey results** – The survey closed on 8 April 2022. The results were given by LC at item 5.

## **d. Focus Groups**

Discussion took place and it was agreed the Focus Group meetings would be held before 9 July 2022.

### Actions

- ***CP to check the progress of Focus Group meetings.***

## **e. Chet Contact**

Wording for the article to be included in the June 2022 Chet Contact magazine was agreed. Latest submission date is 8 May 2022.

### Actions

- ***CP to prepare the article for Chet Contact magazine and email to LPC.***

#### **f. Consultation plans**

Discussion took place about holding a Public Consultation Day. It was agreed this would be held on Saturday 9<sup>th</sup> July 2022 10.00 am – 2.00 pm at The Hollies, Loddon. Flyers and posters will be prepared to advertise the event. The flyers will be inserted into the June 2022 issue of the Chet Contact magazine.

#### **Actions**

- ***JH to make the booking at The Hollies.***
- ***CP to prepare flyers and posters.***
- ***CP to coordinate the printing of the posters.***

#### **10. To receive an update from NP Steering Group members.**

It was agreed each Focus Group would hold their meetings before the Public Consultation Day on 9<sup>th</sup> July 2022.

#### **Actions**

- ***CP to check progress of Focus Group meetings.***

#### **11. To consider any items for a future agenda**

Terms of Reference, map of key views

#### **12. Review timescales and consider what we need to do to keep to key milestones**

To enable the NP SG to keep on track with key milestones LC offered to revise the timescales spreadsheet. A Draft Plan should be available in the Autumn.

#### **Actions**

- ***LC to prepare a revised timescales spreadsheet for the next meeting.***

#### **13. Date and time of next meeting**

The next Steering Group meeting is: **Wednesday 25<sup>th</sup> May 2022, 7.00 pm**

**The meeting ended at 9.30 pm.**