

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 31 May 2023, 7.00 pm at the Hollies, Loddon

Minutes

Present: Jane Hale (Chairman), Richard Ball, Jo Sinfield, Colin Binfield, 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. Diana Drecin was welcomed to the group. All members introduced themselves to DD who is the SG representative from Chedgrave Parish Council.

2. **Apologies**

None

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 3 May 2023**

The minutes of the meeting held on 3 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 to complete any actions outstanding regarding the printing now that the documents have been agreed.*
- *CP to advise GH on the virement of funds.*
- *All other actions completed.*

5. **Collective Community Planning – Update & Powerpoint Presentation**

LC reported making the changes to the draft plan. LC then ran through the presentation which will be used at the consultation events. LC expects, if everything stays on track, that the plan will be submitted to SNC and BA in the middle of October 2023.

Actions

- *LC to update the Summary document and forward a copy to CP.*
- *LC to update the Presentation and forward a copy to CP.*

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

Several new subscribers have signed up on the Chet NP website. Banners and posters for the Regulation 14 Consultation have been prepared and displayed in Loddon and Chedgrave. Updated Chet NP website and will update again as revised/updated documents become available. Started to prepare documents and display boards for the consultation events.

Financial Report

Not available.

Actions

- *See 7.a Regulation 14 Consultation.*

7. Project Plan

a. Regulation 14 Consultation

The group read through the Regulation 14 Guidance document and checked all criteria had or will have been met. LC had provided CP with a copy of the Stakeholders letter, and this will be used to prepare emails/letters to all Stakeholders/Landowners.

Actions

- *CP to email or write letters to all the Stakeholders.*
- *CP to update Chet NP website and ensure that the latest version of documents are available.*
- *CP to check the survey links work correctly on all banners, posters and on the website.*
- *CP to provide Roberts with the documents for printing and the quantities to be printed.*
- *CP to arrange for the distribution of the plan documents after they have been printed to the agreed locations.*
- *CP to arrange for hard copies of the plan to be available in the Library and Chet Stores.*
- *CP to arrange for a hard copy of all documents to be available in LPC office (for those who do not have internet access or have difficulty reading digital copies). This copy will be available to read during normal LPC opening hours.*
- *CP to prepare a form for residents to put in a request for printed copies. This form will be available at the consultation events.*
- *CP to forward LC all comments received on the Regulation 14 consultation.*
- *CP to prepare the display boards for the events.*

b. Consultation day events

Ran through the format for the two events. Apologies were received from PH as she will be unable to attend the first consultation event and HT will be unable to attend the second consultation event. JH kindly offered to bring refreshments for the events.

Actions

- *CP to arrange to borrow the projector and screen from LPC.*
- *CP to arrange to borrow the display boards from LPC.*
- *JH to bring refreshments to the Consultations events.*

c. Chet Contact

Discussed and agreed the content for the next issue of Chet Contact.

Actions

- *JH to prepare the article and circulate to the group members before emailing to Chet Contact.*

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

None.

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

None.

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 is: **Wednesday 16th August 2023, 7.00 pm**
The meeting will be held at the Hollies, Loddon.

NB. The meeting on 16th August 2023 is likely to be the last SG meeting. The group agreed that it would be nice to meet up socially on 27th September 2023 at the White Horse @ 7.00 pm.

The meeting ended at 8.47 pm.