

Loddon and Chedgrave Neighbourhood Plan (LCNP) Steering Group Meeting

Held on Wednesday 7th April 2021 at 7.00pm, remotely via GoToMeeting

Minutes

Present: Colin Gould, Jane Hale, Nick Hurst-Williment, David Johnson, Kay Mason-Billig, Joanne Sinfield, David Tarry, Sophie Waggett,

In attendance: Emily Curtis, Georgina Hirst

Apologies: Richard Ball, Lauren Gray

1. **Introductions**

All Steering Group members gave a short introduction explaining their interests / knowledge / experience / affiliations relevant to the Neighbourhood Plan.

2. **Elect a Chairman for the duration of the meeting**

Jane Hale agreed to act as Chairman for the meeting.

3. **Apologies**

Listed above.

4. **Terms of Reference for LCNP Steering Group**

Thanks to David Johnson for working on the Terms of Reference (ToR).

A discussion about the ToR raised the following points:

- Should all Steering Group operational decisions need to be ratified by the Parish Councils (PCs)? The NP is a community project and should have a reasonable level of autonomy, however major decisions on the proposed content of the NP will be taken by both PCs, as stated in the ToR
- Important to make sure that the Steering Group has enough representatives for both parishes to achieve what they want.
- Is there any desire for a NP in Loddon and Chedgrave? It was suggested to promote and engage with the community – if there is no desire for a NP people will not engage with the process.
- Should the ToR cover audit?

Actions: Send the Terms of Reference to SNC for comments.

Discuss the Memorandum of Understanding prepared by DJ at the next meeting.

5. **Minutes of the meeting held 16/12/2020**

The minutes were agreed as an accurate record.

6. **Community representation on the LCNP Steering Group**

For community volunteers a personal approach was agreed – steering group members to approach other potential volunteers; if they are interested inform GH who will send a standard email invitation.

Stakeholders to involve: Doctors, Schools, Broads Authority, South Norfolk Council (SNC), Norfolk County Council (NCC) and utility companies.

Actions: Draft and circulate standard invitation email to be sent to a list of contacts.

7. Designation of Neighbourhood Area Application – letter to South Norfolk Council

The draft letter was approved.

Action: send application letter and neighbourhood area map to SNC.

8. Project Plan

It was agreed to ask the appointed consultant to produce a project plan.

9. Communication / Promotion

It was agreed to advertise again in Chet Contact magazine for volunteers to get involved with the NP. Also to use the Loddon and Chedgrave PC facebook pages.

It was suggested to try and get local businesses involved – draft a flyer to send to the businesses in Loddon and Chedgrave’s industrial estates.

It was suggested to consider using a PR company, however it is expected that the NP consultant will cover this role.

A website will also be needed for the NP.

Actions: Place an advert in the May issue of ChetContact

Draft a flyer to be sent to local businesses including industrial estates

KMB to ask SNC communications staff for assistance

10. Consultant Brief

It was agreed to make an initial approach to several consultants to filter down to a preferred few.

Action: GH and SW to work on initial contacts

11. Funding

Action: confirm Loddon and Chedgrave budget allocations.

Confirm funding available from Locality and SNC.

12. Any other business

None.

13. Date and time of next meeting – Wednesday 28th April 2021, 7.00pm

Meetings to be held on fourth Wednesday of the month.

Zoom preferred for remote meetings rather than GoTo Meeting.

In person Steering Group meetings should be possible in future months as Covid restrictions are lifted.