

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 25th May 2022, 7.00pm at the Library Annexe Rear Hall

Minutes

Present: Jane Hale (Chairman), David Johnson, Pat Holtom, Richard Ball, Heather Tew, Jo Sinfield, Daniel Scott

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Colin Binfield and Colin Gould.

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 20th April 2022**

The minutes of the meeting held on 20th April 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 – Survey question 19. A short list to be prepared.***
- ***Carried forward – Survey question 20. Map to identify 6 – 8 key views.***
- ***Carried forward – Survey question 20. Photos to be taken of 6 – 8 key views.***
- ***It was confirmed that all other actions from the minutes had been carried out.***

5. **Collective Community Planning – Update**

LC had prepared a draft copy of the short online survey for the local schools. LC and JH had attended a walkaround on 13 May 2022 with AECOM. Loddon and Chedgrave were visited, and good and bad features were pointed out to AECOM which will help to assist them with the preparing the Design Codes. LC had updated the timescales spreadsheet.

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

Work on the new website has started. Provided Steve Jackman with logo, header, footer, and a few documents. A sample website will be considered by the group at this meeting. AECOM are still working on preparing the Housing Needs Assessment report. A public consultation day has been arranged on 9 July 2022 10.00 am – 2.00 pm at The Hollies. Prepared a flyer advertising the consultation day. The A5 flyers will be inserted into the July issue of the Chet Contact magazine. Posters will also be printed to advertise the event. A5 flyers will be available at the Loddon and Chedgrave Platinum Jubilee Fete. The consultation day has been advertised in the Jubilee programme. Checked the progress of Focus Group meetings.

Financial Report

Almost completed the Locality funding application form with GH. Once completed it will be submitted to Locality who usually respond very quickly to submitted application forms. Waiting on an update on the submitted SNC NP grant application.

Actions

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

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

The Terms of Reference has now been ratified by both parish councils. David Johnson was thanked for his help in preparing this document.

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

The Scheme of Delegation has now been ratified by LPC.

9. Project Plan

a. Website

Steve Jackman had started work on the website and a sample had been circulated to the group before the meeting. Everyone agreed with the colours, layout, and the desktop view. Concerns were raised about how the website looked on a mobile phone. The group discussed whether it was necessary to have Facebook on the new website and it was agreed to use The Loddon Eye on Facebook.

Actions

- ***CP to contact Steve Jackman about the website.***

b. School survey

The school survey questions had been circulated before the meeting and were agreed. An email will be sent to Hobart High School asking for their cooperation from their students regarding the school survey. A QR code has been included in the survey and is hoped that students will feel encouraged to use this option and complete the online survey.

Actions

- ***LC to draft an email for Hobart High School.***

c. Focus groups

Focus group meetings have already started, and more are planned over the next few weeks.

Actions

- ***CP to check on the progress of the Focus Groups.***

d. Chet Contact -

Discussion took place and it was agreed a list of the Focus Groups would be included along with vision and aims.

Actions

- ***LC to prepare a draft article and email to CP.***

e. Consultation Day 9 July 2022 -

Discussion took place about the consultation day. It was agreed that it would be a good idea to hold a meeting just before the consultation day to make sure that all documents, maps etc are ready for the day. The date for this meeting is Wednesday 6th July 2022 at 7.00 pm.

Actions

- ***LC to provide sample documents used by other parishes for their consultation days.***

- ***CP to contact SNC and arrange for settlement and parish maps for the consultation day.***

f. Identify and map 6 – 8 key views

Discussion took place about holding a Public Consultation Day. It was agreed this would be held on Saturday 9th 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

- ***RB to take photos.***
- ***RB to arrange for drone footage.***
- ***CP to arrange maps.***

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

A discussion took place about meeting dates taking into account the Consultation Day. The following dates were agreed:

Wednesday 15th June 2022, 5.15 pm (short agenda)

Wednesday 22nd June 2022 – CANCELLED

Wednesday 6th July 2022, 7.00 pm (meeting to finalise details for the Consultation Day)

Saturday 9th July 2022, 10.00 am – 2.00 pm Consultation Day at The Hollies

11. To consider any items for a future agenda

None.

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

The revised timescales spreadsheet had been circulated to all members before the meeting.

13. Date and time of next meeting

The next Steering Group meeting is: **Wednesday 15th June 2022, 5.15 pm**

The meeting ended at 8.55 pm.