

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

Held on Wednesday 15<sup>th</sup> December 2021, 7.00pm at the Library Annexe Rear Hall

### Minutes

**Present:** Jane Hale (Chairman), Richard Ball, Colin Binfield, Pat Holtom, David Johnson, Jo Sinfield and Heather Tew.

**In attendance:** Georgina Hirst, LPC, Louise Cornell, Collective Community Planning.

**Apologies:** Colin Gould (Vice-chairman), Daniel Scott and Mark Thompson, Collective Community Planning.

#### 1. **Welcome**

JH welcomed everyone to the meeting.

#### 2. **Apologies**

Apologies listed above were received.

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

There were no declarations of interests.

#### 4. **Minutes of the meeting held 24<sup>th</sup> November 2021**

The consideration of the minutes was deferred until the next meeting due to the short notice upon which they were received prior to the meeting.

#### **Matters Arising**

None

#### 5. **Terms of Reference including Committee status and Memorandum of Understanding**

It was agreed that the suggestion from Chedgrave Parish Council, that the ToR reflect those of the joint Loddon & Chedgrave Playing Field Committee be used to progress development of the ToR.

LC will ask for a copy of the Diss and District NP ToR so that helpful points from the Diss ToR and L&CPFC ToR can both be incorporated.

Both Loddon and Chedgrave Parish Council will need to approve the ToR and MoU.

#### **Actions**

- ***GH and HG, Chedgrave Parish Clerk, to progress work upon the ToR***
- ***LC to request ToR from Diss and District NP.***

#### 6. **Collective Community Planning – Terms and Conditions**

It was agreed to put the updated Terms and Conditions as an item on the January 2022 agenda.

#### **Actions**

- ***LC requested that Steering Group members inform her of any specific concerns.***
- ***LC to update and circulate.***

## 7. Project Plan

It was agreed that the project plan would be adjusted to allow for the new Project Officer to be in post, this would move most actions back by two months.

### Actions

- ***LC to update and circulate.***

## 8. Visions and Aims

It was agreed that this document should be the Vision and Aims, not Aims and Objectives, of the Chet NP.

It was agreed to use tracked changes for all future updates to the Vision and Aims document.

### Actions

- ***DJ to work with PH to draft additions for the Vision and Aims around jobs and skills.***

## 9. Evidence Base – updated

LC asked for any further additions once Steering Group members have had chance to consider the updated evidence base document. LC will add in Bee-line, in addition to continuing to add to the Evidence Base generally as the Chet NP progresses.

Information from Cllr Kay Mason Billig was briefly discussed and it was agreed to invite her to attend a future Steering Group meeting to inform the Steering Group about any future possibilities for SNC investment in the area. This led to a discussion about the possible re-location of the Fire Station from the High Street and potential locations such as land at the Junior School or the forthcoming Hopkins Homes site on Beccles Road.

JH confirmed that the application for the Hopkins Homes development on Beccles Road had been submitted to SNC for 171 homes and 9 self-builds. The development site is a preferred site which will be allocated in the GNLP. Loddon Parish Council's comments on the initial application will be an objection on various issues. JH commented that the site is higher than the Taylor Wimpey estate and Norton Road properties, which has required water management on the site. There are no mentions of air source heat pumps or solar panels in the Hopkins planning application, however renewable heating is more expensive and will therefore impact on the developers' expected profits. HT suggested that district heating could be suggested for clusters of smaller properties and DJ commented that the difference in value between agricultural and development land could allow for room in a drop in profits to enable more renewable technologies.

JH also commented that there is a large site allocation for development in Chedgrave within the GNLP.

There was a brief discussion about the Taylor Wimpey housing development on Beccles Road; Steering Group members considered that positive points about the development were:

- Many of the properties are allocated two parking spaces, rather than one space and a garage, which can lead to the garage not being used for parking and therefore increased parking on the roads.
- The social housing is well integrated.
- The Sales Office was open until the development was complete.

However, a negative point identified was that:

- The roads are the same height as the footways, i.e. there is not a high kerb, and this leads to many cars parking over the footways.

LC explained that a Design Guide can specify requirements that feed into policy and influence future planning applications. It can include a checklist for developers to show how they have taken each of the requirements into account in their planning application. When the Locality funding application is submitted AECOM can be requested for a Design Guide and Housing Needs Assessment (HNA).

PH mentioned an NCC Market Towns trading and empty shops assessment which has been carried out for the last five years and should include Loddon.

#### **Action**

- ***JS to contact Andrew Milner for more information about Bee-line***
- ***HT to discuss Conservation areas with SNC Officer Steve Beckett / Chris Bennett***
- ***Invite Cllr Kay Mason Billig to attend a future Steering Group meeting***
- ***PH to forward to information re NCC Market Towns Assessment to LC and the Steering Group.***

#### **10. Draft Survey for discussion**

LC presented the first draft of the initial survey for residents and asked Steering Group members to look at the survey questions and consider what may be missing, she suggested completing the questionnaire and considering any extra questions needed.

There was a discussion about the use of open-ended questions and directed questions providing options, also using questions that are a statement and asking people to identify on a scale how much they agree or disagree with the statement.

The survey will be available online but could also be printed and delivered via the Chet Contact magazine, with collection points for completed surveys at the Library, local shops etc. LC suggested that the majority will be completed online and it would be helpful to encourage this.

Open events can be planned for the same time as the survey launch to promote and distribute the survey.

#### **Actions**

- ***GH to investigate printing and delivery costs***

### **11. Project Administrator Recruitment Timetable**

It was agreed the closing date for applications will be Friday 07 January 2022. Interviews will be held on 14 / 15 January 2022. The vacancy will be advertised on Indeed, NPTS, Norfolk ALC, LPC ad CPC website and facebook. LC will also circulate the vacancy information to her contacts.

#### **Action**

- ***GH to progress recruitment***

### **12. Any other business**

PH suggested contacting the NCC environment team to discuss footpaths and how access to work without driving can be promoted. GH suggested future themed workshops on various topics to progress the consultation and inviting interested people / groups.

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

The next Steering Group meeting is: **Wednesday 26<sup>th</sup> January 2022, 7.00pm**