

# **Loddon and Chedgrave Neighbourhood Plan (LCNP) Steering Group Meeting**

**Held on Wednesday 28<sup>th</sup> April 2021 at 7.00pm, remotely via Zoom**

## **Minutes**

**Present:** Daniel Cox, Colin Gould, Jane Hale, Patrick Jeans, David Johnson, David Tarry, Sophie Waggett,

**In attendance:** Georgina Hirst

**Apologies:** Richard Ball, Nick Hurst-Williment, Joanne Sinfield

### **1. Introductions**

New volunteers, Daniel Cox and Patrick Jeans, gave a quick introduction explaining their interests / knowledge / experience / affiliations relevant to the Neighbourhood Plan.

### **2. Elect a Chairman and Vice-Chairman**

Jane Hale was elected as Chairman and Colin Gould was elected as Vice-Chairman of the Loddon and Chedgrave Neighbourhood Plan Steering Group.

### **3. Apologies**

Listed above.

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

It was agreed that JH and CG would meet to work on the Terms of Reference.

### **5. Minutes of the meeting held 07/04/2021**

The minutes were agreed as an accurate record.

### **6. Draft Memorandum of Understanding**

JH and CG will look at the draft memorandum of understanding when the ToR are worked on.

### **7. Community and Local Business involvement**

Local business involvement – DJ is secretary of the Business Association. Suggested to approach Heather Tew, as a representative of the Loddon and District Business Association. Suggested to approach Steve Crisp as a representative of Chedgrave business.

### **8. Designation of Neighbourhood Area Application**

Application sent to SNC. Consultation period of 6 weeks to commence once Consultee List approved and sent.

### **9. Communication / Promotion**

Chet Contact magazine circulation 2,800 - flyer

**10. Consultant Brief**

SW will amend the initial enquiry letter then GH to send letter out to possible consultants to establish their availability and any conflicts of interest. If any Steering Group members have any suggestions for consultants to approach then please forward them to GH.

SW will work on the consultant brief, including staged scope of work, key work streams and a fee for each stage.

**11. Funding**

There was a discussion about the funding of the Neighbourhood Plan and the funding contribution ratios from Loddon and Chedgrave. It was agreed that the amount of funding provided is a matter for each Parish Council. There is sufficient funding identified to enable a consultant to be contracted.

**12. Any other business**

None

**13. Date and time of next meeting – Wednesday 26<sup>th</sup> May 2021, 7.00pm**

Meetings to be held on fourth Wednesday of the month. 2021-22 schedule attached.

Meeting closed at 7.50pm