

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Wednesday 5 April 2023, 7.00 pm at the Hollies, Loddon

Minutes

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

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

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Apologies**

Colin B (on holiday).

3. **Declarations of Interests**

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

4. **Minutes of the meeting held 1 March 2023**

The minutes of the meeting held on 1 March 2023 were agreed as an accurate record. The minutes were signed by JH.

Actions

- *All completed.*

5. **Collective Community Planning – Update**

LC reported that the draft plan had been sent to South Norfolk Council and Broads Authority for their comments. LC reported the Broads Authority have already come back with really useful and detailed comments. At the time of this meeting the South Norfolk Council comments had not been received. Hopefully these will be received before the next NP SG meeting.

Actions

- *LC to chase up South Norfolk Council for their comments.*

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

Loddon and Chedgrave Parish Councils have both minuted resolutions in their last PC meetings to confirm that both parishes have seen and agree with the draft plan. Received a reply from Locality regarding the issues the SG experienced in getting an accurate version of the Design Codes Report from AECOM. The reply was circulated to the NP SG members. Prepared the Local Green Spaces landowners letters and posted them via Royal Mail on 16 March 2023. Started to prepare a document of responses from the Local Green Spaces landowners letters. Several new subscribers have signed up to the Chet NP website. GH had been on annual leave and the financial statement arrived on the night of the meeting. Due to the Locality financial year ending on 31 March 2023 we will need to submit an End of Grant Report. CP and GH will prepare the report and submit it in April 2023. Any unspent grant money must promptly be returned to Locality. Another Locality grant application will need to be submitted when the programme opens again in their next financial year. The next NP SG meeting is on Wednesday 3 May 2023 and will be held at the Hollies.

Financial Report

The financial report as at 5 April 2023 had been prepared by GH and circulated to the SG members just before the meeting.

Actions

- ***CP to forward to LC any new comments received from Local Green Spaces landowners letters.***

7. Project Plan

a. Draft plan

Broads Authority have come back with their comments on the draft plan. Some feedback already received from residents regarding the draft plan is that it is a very lengthy document. Based on the recent feedback RB has started to prepare an “executive summary” which will help residents to better understand in brief what the draft plan is and then they can refer to the main plan for further information.

Actions

- ***None (see item 5)***

b. Regulation 14 Consultation

At the end of May 2023 the Regulation 14 consultation will go out to the public. Statutory stakeholders and local stakeholders must also be consulted. Residents will be consulted on via leaflets, posters, consultation events and Contact magazine. Hard copies of the draft plan will be available, and it was agreed that 12 copies will probably be sufficient. If there was a need for extra copies this can be arranged.

Actions

- ***CP to arrange for the printing of the copies of the plan (after any recent amendments have been carried out)***

c. Consultation day events

There will be two consultation day events. The first event will be held at All Saints Church, Chedgrave on Thursday 8th June 2023 2.00 pm – 4.00 pm. The second event will be held at the Hollies, Loddon on Saturday 17th June 2023 10.00 am – 12.00 pm. At each event there will be a choice of 2 session times to attend and there will be opportunities for those attending to ask questions. LC will deliver a PowerPoint presentation. Refreshments will be available at both events. A survey will be available online and hard copies will be available to take away, fill in and return.

Actions

- ***RB to book All Saints Church for the consultation day.***

d. Local Green Spaces Landowners letters

CP had started to prepare a document with Landowners comments. Any further comments will be added to the document. The NP SG read through the comments received and were really thankful for the responses. There will be a formal opportunity for Landowners to comment. Some extra suggestions for Local Green Spaces had been received and these were considered by the NP SG. The majority of suggested Local Green Spaces already had protection and the NP SG agreed that Loddon Campsite should be included in the Local Green Spaces document.

Actions

- ***CP to prepare and post a Landowner letter to Loddon Campsite.***
- ***CP to forward LC any new Landowners comments.***
- ***JS to prepare the Loddon Campsite write up for the Local Green Spaces document.***

e. Focus Groups

RB reported that he has already received some feedback on the draft plan.

Actions

- ***None.***

f. Chet Contact

Discussed the content for the next issue of Chet Contact which will focus on the progress of the draft plan, consultation day events and their format, formal consultation expected dates of from around 22nd May until mid July and the “executive summary” summarising the main points of the plan.

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

Regulation 14, consultation days.

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 3rd May 2023, 7.00 pm**

The meeting will be held at the Hollies, Loddon.

LC reported that she will be unable to attend the NP SG meeting on 7th June 2023. The NP SG agreed that they could not hold a meeting without her, so it was agreed that the date be changed to Wednesday 31st May 2023.

Actions

- ***CP to arrange for the booking at the Hollies to be changed to 31st May 2023.***
- ***CP to update the meeting date on the Chet NP website.***

The meeting ended at 8.05 pm.