**Chelmondiston Neighbourhood Development Plan (CNDP)**

**Meeting:** CNDP Steering Group\*

Michael Wellock (MW - for Kirkwells - Planning Consultants)

**Date:**  Thursday, 31st January, 2019

**Location:** St Andrews Church Hall, Chelmondiston

**Ref:** Agree the ‘informal consultation’ programme

**\* Steering Group:** John Deacon (JD), Rosie Kirkup (RK), Johnathan Rapley (JR), Peter Ward (PW), Philip Evans (PE), Nathan Waller (NW). [Absent: Sarah Markham and Christine Webb.]

**Main Points Discussed/Agreed**

**1. Chair**

RK said that her position as Chair of this Steering Group had been questioned by the Parish Council in the light of a possible ‘conflict of interests’ issue over her public involvement in the campaign against proposed plans to build on AONB land at Hill Farm Lane. A final statement from the PC is awaited, but in the meantime Rosie asked for the support of members to continue as Chair. Full support was given by all present.

**2. Membership**

RK advised that Christine Webb has resigned the Group as she is unable at the moment to devote the time required to the activity. Other members are actively being sought to increase the number to at least 8, possibly 9.

**3. Archivist**

 Peter Ward has taken over this role from Phil Evans. Thanks are due to Phil for undertaking

 this activity for the past year.

**4. Vision & Objectives**

These items were reviewed. Some minor changes made to the wording of the Vision statement to incorporate specific area-types to be protected (SSSI, RAMSAR, and other built & natural assets).

**5. Informal Consultation**

There was considerable discussion on the process and timing of this. Main points agreed:

 A. The consultation period will be time-boxed to not more than 3 weeks, to complete by end-March 2019

 B. The consultation material will comprise:

* ***A brief (2 page) summary,*** to cover:
	+ Purpose of the consultation period (give an indication of the direction of travel of the Plan, and ask for input)
	+ Value of a Neighbourhood Development Plan
	+ Main Themes
	+ Overall Process/Timeline to develop our NDP
* ***Feedback Request*** - focussed responses required.
* ***Working version of the Draft Plan***

C. The Consultation Process will be undertaken in several ways:

* Copies of the Working Draft will be made available to view (only) at agreed public locations (shops, halls, etc ) with contact details on how to request a copy.
* The consultation will be promoted at existing meetings (club meetings, church coffee-mornings, etc) and at a one-off coffee-morning specifically focussed on the Plan.
* All material will be placed on the Village website.
* The consultation will be advertised on the Village Noticeboard and elsewhere as appropriate.
* There will be a ‘door-drop’ of the 2 page Summary to all dwellings in the Village.

D. Evaluation of Feedback:

* All feedback will be sent to MW.
* MW will evaluate the feedback, and return to the committee in tabulated form, with suggested actions for consideration at the next meeting in April.

 **Action:** All; RK to send initial drafts for comments/finalisation.

**6. Completing the Draft Plan**

* The Draft Plan will be finalised using the working draft and comments received during the ‘informal consultation’ outlined in ‘5’ above.
* The Draft CNDP document must be generally in line with ideas in the BDC Local Plan, therefore the timing of finalising the Draft CNDP document is dependent on the publication of the draft Local Plan (consultation draft expected to be publicly available soon after the May (2019) elections).

**7. Examining the Plan**

The penultimate step in the CNDP development process is independent examination - whilst this step is some way down the line it was briefly discussed at the meeting, main points being:

* The Steering Group should get involved in the selection of the Examiner.
* The Government website on NDPs defines requirements for the Examiner role.
* The NPIERS database has a list of available examiners (enables checking of past outcomes).

**8. Next Meeting**

* **Date:** 4th April 2019. [MW to attend.]
* **Venue:** tbc
* **Purpose**: 1/ Discuss/agree outcome for each suggestion/comment from the consultation period; 2/ Agree process to publicise outcomes in ‘1’; 3/ Agree next steps.

John Deacon

1st February, 2019