

**Chelpin Plan (Chelmondiston Neighbourhood Development Plan)
Steering (Working) Group**

Meeting: Chelpin Plan Steering Group*
Michael Wellock (MW - for Kirkwells - Planning Consultants)

Date: Thursday, 17th July 2019

Location: St Andrews Church Hall, Chelmondiston

Ref: Review/agree implications of the latest BDC/MSDC Local Plan

* **Steering Group:** Rob Bareham (RB), John Deacon (JD), Johnathan Rapley (JR), Russell Stanley (RS), Nathan Waller (NW), Peter Ward (PW - Chair. [Absent: Simon Brown, Philip Evans, Sarah Markham.]

Main Points Discussed/Agreed

1. Welcome & Apologies for Absence

- The Chair welcomed everyone and especially the three new members - Rob Bareham, Simon Brown and Russell Stanley.
- Apologies had been received from: Simon Brown and Philip Evans.

2. Approval of notes on the meeting of 4th April 2019

Agreed by all.

3. Matters arising not on this agenda.

- PW reported that the ownership of the piece of land off Lings Lane called Bylam Common may be either with the Parish Council or privately, although it is certainly Common Land with Public Access to it. The Parish Council is checking the situation but we need to bear it in mind as a possible Green Open Space **Action:** PW to update at the next meeting.
- It was recorded that both the revised TORs for this Steering Group, and its status as a Working Group, were confirmed at the Parish Council meeting of 15th May 2019. JD reported that a signed version of the revised TORs (for placement on the Parish website) has not yet been received. **Action:** JD to liaise with the Parish Clerk.

4. Implications of the latest draft BDC/MSDC Local Plan

MW reported that following a review of the Local Plan, the need for changes to the Chelpin looked minor. Before updating the Chelpin Plan, 4 issues needed to be decided:

- **Revised Settlement Boundaries** - the latest Local Plan splits Chelmondiston into 3 separate areas: Chelmondiston (main village), Pin Mill, and Lings Lane. Whilst the rationale for this is not made entirely clear, on balance the advantages for this approach (in that more specific planning requirements can be applied to each of the 3 areas) appear to outweigh any possible disadvantages. ***It was therefore agreed that the Chelpin Plan should adopt this boundary division.***
- **Housing Requirements --> 2036** - The minimum number of dwellings that Chelmondiston Parish is expected to provide by 2036 is stated in the Local Plan as 52. Around 35 of these already have planning permission. Ground for another 15 is

allocated in the latest SHELAA listing. This means that with a few infills (as yet unidentified) the (minimum) target of 52 is likely to be easily exceeded. The decision required here is whether or not to allocate (in the Chelpin Plan) specific areas for more building. After some discussion **it was agreed that there is little value in allocating specific sites**, given that ground for the minimum target is already in the Local plan. Better to ensure that criteria for evaluating any new sites that emerge as possible contenders for building are complete and robust.

- **Open Spaces** - The draft Local Plan lists spaces just 4 protected 'Local Green Spaces'. This number is a significant reduction on the previous Plan, and many less than in the draft Chelpin Plan. The question to resolve is should the Chelpin Plan define extra green spaces? Following discussion **it was agreed that the protected spaces currently listed should be retained in the Chelpin Plan; Bylam Common (see item '3' above) may need to be added to this list**. This decision based on the premise that the listing of Green Spaces in the Local Plan does not exclude the inclusion, in a Neighbourhood Plan, of other spaces that any Parish might itself wish to nominate. It seems likely that those drafting the Local Plan expected such nominations.
- **Moorings** - The draft Local Plan covers the management of the Houseboat Moorings at Pin Mill in some detail. The question to resolve is should mention of the Houseboats be made in the Chelpin Plan, or should the topic be left solely to the Local Plan? It was generally agreed that the Houseboats, properly managed, are an asset by providing a relatively unique identifying feature for the village. Even the 'hulks' beyond the formal moorings area provide a picturesque view popular with artists and photographers. Following discussion **it was agreed that the Chelpin Plan should include a supportive statement (plus some general management principles) covering the houseboat moorings. Action: RS to draft some words for consideration by the Steering Group with a view to inclusion in the next version of the Chelpin Plan.**

5. Next Steps

The next major step in the process is the First Formal Consultation. This consultation is conducted under 'Regulation 14'. The steps needed to create the Regulation 14 draft are:

- **Create the next draft of the Chelpin Plan** taking account: 1/ input by the Community during the March 2019 'Informal consultation' (discussed at the April meeting of this working group), and 2/ the decisions today in respect of the impact of the Local Plan.
- **Undertake a Strategic Environmental Assessment (SEA) of the Chelpin Plan.** [BDC have informally offered to do this for us at no charge but it needs to be fitted-in with other commitments.]
- **Amend the Chelpin Plan on the basis of comments received during the SEA and from BDC.** [BDC Planning team have also offered to read our draft and give us informal feedback/comments on the Chelpin Plan.]

The First Formal Consultation lasts for a period of not less than 6 weeks, and should request comments from:

- All those who Live, Work, or operate a Business in the Area;
- Statutory Bodies - as required
- Landowners

As with the Informal Consultation in March 2019:

- The draft Chelpin Plan needs to be made publicly available;
- It needs to be clear and easy for responses to be made/collected;
- A public exhibition should be considered

During this First Consultation process names and contact details should ideally be collected, since in the follow-up Second Formal Consultation (organised by BDC) all people/organisations who commented in the First Formal Consultation will be contacted again.

Regarding actioning the Steps to create the Regulation 14 Draft:

- Create the next draft (Regulation 14) of the Chelpin Plan. **Action: MW**
- Review draft before submission to BDC. **Action: This Steering Group**
- Undertake a Strategic Environmental Assessment (SEA) of the Chelpin Plan. **Action: Probably BDC.** [*BDC will undertake this activity for 'free' but it may be that there is a long time delay, in which case, in order not to significantly delay the overall process it will be better for the PC to pay to have this work done.* **Action: MW to liaise with BDC and report back to the Steering Group.**]
- Receive feedback/comments on the Chelpin Plan from BDC Planning team. **Action: MW**
- Amend the Chelpin Plan to create the Final Regulation 14 Draft. **Action: MW**
- Review Final draft before submission to BDC. **Action: This Steering Group**

Approximate timings now expected for the overall process:

- First Formal Consultation - Oct/Nov 2019
- Second Formal Consultation - Early-2020
- Referendum to accept/reject the Chelpin Plan - May/June 2020

6. AOB

None.

7. Next Meetings

- The next meeting of the Steering Group will be to review/comment on the draft before it is submitted to BDC for their (informal) comments. MW not expected to be present. **Date to be agreed. Action: MW to revert on a date for the draft to be completed.**
- The subsequent meeting of the Steering Group (MW to be present) will be to discuss /sign-off the Final 'Regulation Draft 14' Plan. The date for this depends particularly on the timing of the SEA review. **Action: MW to monitor / Steering Group to review timings/action.**

John Deacon
19th July 2019