

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

Meeting: Chelpin Plan Steering Group*

Date: Wednesday, 10th June, 2020

Location: Zoom Videoconference

Ref: Review *Regulation 14* draft Plan

* **Steering Group:** Simon Brown (SB), John Deacon (JD), Philip Evans (PE), Sarah Markham (SM), 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, including 4 members of the public.
- Apologies: apologies had been received from Philip Evans. Simon Brown gave his apologies for joining at the very end of the meeting due to technical problems.

2. Approval of notes on the meeting of 8th January 2020

Agreed by all unamended.

3. Matters arising not on this agenda.

None

4. Planning for the Formal Regulation14 consultation

The Regulation14 consultation is the last stage in the process before the Plan is handed-over by the Parish Council to BDC to organise ratification. The process involves:

- Gathering comments from everyone (including business) who lives and works in the Parish. The period allowed for comments cannot be less than 6 weeks.
- Assessing each comment individually, documenting the results of each assessment and being able to demonstrate how the text of the draft was changed (if it was) to reflect that comment.

A consultation document describing both the consultation process and the results of that consultation (see above) is provided to BDC, together with the finalised Plan text. [These documents form the basis of the Regulation16 consultation organised by BDC, which is the next stage in the process.]

There were 3 main issues that needed to be discussed/agreed today:

- How to engage with the public to make sure that everyone who needs to know about the consultation is both informed and has access to a copy of the current version of the Plan.
- Whether to provide the option to allow anonymous comments or allow comments to be made in confidence.
- When to run the Consultation

Publicising the activity.

- **Door-drop.** It was agreed that there would be a door-drop to all households and businesses in the Parish – taking care that every relevant address is included. This door-drop must be evident that it comes from the Parish Council, ideally in an envelope, to try to prevent immediate binning. **Actions:** 1/ PW to draw up a draft door-drop text and circulate to members for comment. 2/ PW to draw-up a distribution plan for the door-drop.
- **Advertising.** All the usual suspects would be targeted to advertise this exercise, including: the PC Noticeboard, the PC website, Shaun's Shorts, posters in shops, In Touch if printing. **Action:** 1/ JD to find-out if In Touch will be printing in time to take an advert. 2/ All members to submit any other ideas for advertising.
- **Publicity events.** Depending on what COVID-19 restrictions are in place during the consultation period, it was agreed that some form of publicity event (presentation to allow Q&As) either inside or outside should be kept as an option.

Accessing the draft Chelvin Plan

- **PC website.** As the text of the Plan will be posted on the PC website, most people will be able to access the plan electronically.
- **Hardcopy.** For the small minority of people who wish to read the plan and who do not have access to the website it was agreed that a hardcopy would be provided. Printing to be 'on demand'. Copies will be able to be requested via a contact 'phone number included on the door-drop.

Making Comments

- A consultation form will be available on the PC website. This will be downloadable, and able to be completed and submitted either in hardcopy at a designated location, or by e-mail.
- Anyone who requests a hard-copy of the Plan will be supplied with a hardcopy Consultation form.
- The form will present the option to allow name and address to be withheld from the published set of comments. The door-drop leaflet will explain how the data on the form will be used.
- In order to preserve confidentiality it was agreed that the number of Steering Group members accessing the original comment forms (and therefore with knowledge of their origin) would be limited to one (ideally) or two people (max'). **Action:** PW to determine the ID of this/these contact(s) in discussion with the PC.

Timing

- Having been delayed by the COVID-19 emergency it was felt that the consultation should press ahead as soon as possible.
- The consultation process and the door-drop leaflet need to be approved by the PC. The next PC meeting is due on 7th July, so the consultation cannot start before this date. A start-date of w/b 13th July was pencilled-in.

5. AOB

The issue of Houseboat guidelines was raised. Since the draft Chelpin Plan was last amended some houseboat guidelines have been publicised by BDC. There was discussion as to whether to include text from these guidelines in the Plan, but this was agreed to be undesirable just at the moment as it could delay the consultation process. An alternative method for referencing these guidelines in the Plan will be sought.

6. DONM

The next meeting will be on Weds, 15th July – using Zoom. This meeting will discuss any issues arising from the PC meeting on 7th July, and clarify any last-minute questions prior to consultation kick-off

John Deacon
10th June 2020