

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

Meeting: Chelpin Plan Steering Group*

Date: Wednesday, 15th July 2020

Location: Zoom Videoconference

Ref: Review *Regulation 14* draft Plan activities

* **Steering Group:** Rob Bareham (RB), Simon Brown (SB), John Deacon (JD), Tracey Fletcher (TF), Johnathan Rapley (JR), Russell Stanley (RS), Andrew Stirling (AS), Nathan Waller (NW), Peter Ward (PW - Chair). [Absent: Tracey Fletcher].

Main Points Discussed/Agreed

1. Welcome & Apologies for Absence

- The Chair welcomed everyone, including 1 member of the public.
- Apologies: apologies had been received from Tracey Fletcher.
- Departing members: Philip Evans and Sarah Markham have both decided that they need to leave the group for personal reasons. The group wanted to record their grateful thanks for their contributions to the Plan, to Phil Evans in particular who has worked on both the current Chelpin Plan and its VDF predecessor.
- New members: The group is pleased to welcome Tracey Fletcher and Andrew Stirling to the Steering Group.

2. Approval of notes on the meeting of 10th June 2020

Agreed by all unamended.

3. Matters arising not on this agenda.

None

4. Formal Regulation14 consultation – current issues

The consultation period will run for 6weeks and 3 days – July 18th to September 1st.

Door-Drop - residential

- Envelopes for the door drop have now been given to distributors together with a buildings checklist to ensure that all buildings are leafleted. It is planned that all leaflets will have been distributed before 18th July when the consultation period starts. **Action: All.**

Door-Drop - business

- A list of business requiring an envelope was discussed and actions agreed. **Action: PW to distribute the updated list for onward action by those nominated.**

Report

- The current version of the draft report is available to view on Parish Website.
- 80 copies of the draft report have been printed to accommodate anyone who is unable to access the online version on the Parish Website. Copies will be available from Jill Davies (Parish Clerk), John Deacon, and Peter Ward. **Action: JD to distribute.**

Feedback

- One feedback form has been included in each door-drop envelope. Additional forms can be printed from the Parish website or via the contacts nominated on the door-drop leaflet (as for Report above).
- Feedback forms can be deposited either at Hollingsworth Stores (in the Parish security box) or directly with John Deacon.

Advertising

Additional advertising was discussed/agreed:

- Shaun's Shorts. **Action: JD to load an item here**
- Posters: A small poster will be designed to advertise the consultation; this will be placed in the village shops, the village noticeboard other prominent positions as appropriate.
Action: NW to design a poster and e-mail to all for subsequent placement.

Public Forum

- An open forum Zoom session will be held on Tuesday 28th July (19:00- 20:30) to address questions from the public. Members of the Steering Group are requested to attend if possible.

5. Date of Next Meeting

The next meeting of the group will be on Tuesday 8th September – probably on Zoom. The main purpose of the meeting will be to consider the comments posted by the public during the consultation period. **Action: PW to see if Michael Wellock is available to attend.**

John Deacon
16th July 2020