

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

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

**Date:** Wednesday, 16<sup>th</sup> September, 2020

**Location:** Zoom Videoconference

**Ref:** Review *Regulation 14* Responses

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

**Main Points Discussed/Agreed**

**1. Welcome and Apologies for absence.**

PW welcomed everyone to the meeting which had been postponed from 8<sup>th</sup> September due to Zoom technical difficulties. Apologies had been received from Rob Bareham and Nathan Waller. No members of the public were present.

**2. Approval of previous minutes of 15<sup>th</sup> July, 2020**

The minutes of the previous meeting in July were approved, unamended.

**3. Matters arising not on this agenda.**

There were no additional matters to be discussed.

**4. Conduct and Outcome of the Reg'14 consultation.**

- JD had prepared a brief summary of the conduct and outcome of the Regulation 14 consultation. **Action:** JD to send this summary to MW for inclusion in the formal Consultation Statement.
- A total of 152 responses were received during the consultation period – 10 from statutory bodies, and 142 from Residents. The Group thanked John Thomsett – member of the public - for his help in encouraging residents to engage with the process and to produce this excellent result.

**5. Consider Responses and agree actions.**

- MW had prepared two tables of responses together with recommended actions. One table covered comments from BDC as the responsible District Council, and one table covered all other comments. These tables were discussed in detail.
- A majority of the responses received required no action, either because they were general messages of support, or because they commented on issues which are outwith the scope of the Chelpin Plan. Other comments were suggesting minor changes to the text which could easily be accepted. There were just a few comments that required some additional action, or significant changes to the text as follows:
  - Wording to be amended. **Action:** MW to add wording.
    - Houseboat owners should familiarise themselves with the *PinMill Good Practice Guide*.
    - Limiting buildings to 2 storeys – text to be amended to allow larger buildings if appropriate to their setting.
    - Flood Protection measures currently in place – to be referenced.

- To be listed as an action for the Parish Council to consider. **Action:** MW to add wording:
    - Additional Parking in the Village
    - Traffic-calming measures
    - Red Lion Bus Stop
  - Support statement to be included. **Action:** MW to add wording:
    - Social Renting
    - Public Rights of Way
    - Wildlife areas and verges
    - Disability Access
  - Non-designated Heritage assets need to be detailed in an appendix together with photographs and reasons for their listing. **Action:** JD to create starter list for discussion/agreement within the team.
  - Playgroup – who owns the building? **Action:** RS to pursue.
  - Important Views – Need to be more clearly defined with reasons for designating. **Action:** JD to create starter list for discussion/agreement within the team.
  - CNDP8 and CNDP10 to be reviewed in the light of recent changes in ‘Use Classes’ by Government. **Action:** MW to review and amend text as appropriate.
- All written comments by the public gathered during the consultation period, together with the action taken by the Steering Group in response to these comments, will be published in the formal *Consultation Statement* submitted to BDC in preparation for the Regulation 16 Consultation.

## 6. Going Forward

- The next stage for the Steering Group is to prepare the various documents required by BDC to allow them to conduct the next step in the process, the Regulation 16 consultation. It is hoped that all documentation can be passed to BDC in early-November – see timetable below. The documents required are:
  - Conditions Statement
  - Consultation Statement
  - Redrafted Chelpin Plan
  - Environmental Assessment (*already completed*)
- **Actions:**
  - Conditions Statement & Consultation Statement*
    - MW to create draft text.
  - Chelpin Plan*
    - MW to redraft the text in the light of comments agreed at this meeting.
    - Steering Group to provide additional details of Non-designated Heritage Assets and Views to MW for inclusion in the document.
    - All redrafting to be completed in time for review and sign-off at next Steering Group meeting.
    - Signed-off Chelpin Plan to be completed in time to allow ratification at the November (3<sup>rd</sup>) meeting of the Parish Council – final text must be available no later than 28<sup>th</sup> October.

## 7. Date of Next Meeting

Thursday, 22<sup>nd</sup> October 2020, @ 19:30. This will be a remote meeting on Zoom.

John Deacon  
17<sup>th</sup> September 2020