

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

Meeting: Chelpin Plan Steering Group*
Date: Tuesday, 17th November 2020
Location: Zoom Videoconference
Ref: Review current situation and responses required to complete the *Regulation 16* draft

* **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, Andrew Sterling].

Main Points Discussed/Agreed

1. Welcome and Apologies for absence.

PW welcomed everyone to the meeting and asked that there was a pause in proceedings to remember Rob Bareham who had only that day suffered the bereavement of a very close family member. Apologies were received from RB and AS. One member of the public was present.

2. Approval of previous minutes of 16th September 2020

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

3. Matters arising not on this agenda.

There were no additional matters to be discussed.

4. Update on the Current Situation

JD outlined the current state of events.

- Michael Wellock (MW) has recently returned to work but on reduced hours. JD has been liaising with a different consultant at Kirkwells, and although the handover has gone well, MW's absence has inevitably had an impact on progress.
- The next version of the Regulation 16 revision of the Chelpin Plan was nearly complete, and mostly waiting on the outcome of decisions from this evening's meeting. Kirkwells will revise as required.
- The Consultation document was virtually complete, again subject to any comments from this evening's meeting. Kirkwells will revise as required.
- The Condition Statement is being written by Kirkwells
- The Environmental statement is complete.
- The NDP page of the Parish Council website needs to be updated and made more complete since it will form a key source of information for the Examiner. **Action:** JD to create an agreed draft with Kirkwells, and then circulate to SG members for comment.

5. Discuss/agree outstanding questions of content for the Regulation 16 documents

Outstanding issues from the R14 formal consultation were discussed as follows:

- *Pin Mill Good Practice Guide reference.* **Action:** RS to provide a weblink to the document – expected by end-November;
- *Historic Woodland – identity?* JD has provided information to Kirkwells
- *Country Wildlife sites – the identity of 2 sites in the parish?* JD has provided information to Kirkwells.
- *Webbs Boatyard buildings – should these be listed as non-designated heritage asset?* Decided not, since although the boatyard business is of historic interest the buildings themselves are not.
- *Alma Cottage & 26 Church Road – should these be listed as non-designated heritage asset?* Decided not, since although they are some of the oldest buildings in the village, externally there is little to mark them out as of historic interest.
- *Pin Mill Sailing Club (PMSC) – should the club and the surrounding land be designated as a Village asset?* Agreed that PMSC should be included as an asset.
- *Main Road junctions at Pin Mill Road & Woodlands need improving.* Decided not to further this suggestion. Aside from the fact that the PC has no ability to act on this it was felt that any problems there might be are more down to road users than the junctions themselves.
- *Hedgerow records to be included.* JD has provided some information to Kirkwells. **Further Action:** JR to investigate/advise on what information is available on ancient trees.
- *Map of heritage assets.* **Action:** JD to draft.

6. Discuss the version of the Consultation Document circulated by Kirkwells

All agreed that the document is a good summary of the process so far. There was one request for action – to consider the more consistent and logical ordering of the consultation points gathered from the informal consultation in March 2019. **Action:** JD to reorder these points – frequency and thereafter alphabetic ordering to be applied.

7. Going Forward

The next step is to review and sign-off all the documents required to be sent to BDC prior to being forwarded to the Parish Council for their final approval. It is hoped that all documents will be available to allow a meeting in mid-December.

8. Election of Officers

Peter Ward announced that, for personal reasons, he was reluctantly standing down as Chair; a new Chair was therefore required, as was the election of a Vice-Chair (a currently vacant position).

- **Chair.** Rob Bareham was elected unopposed. Proposed – PW; Seconded – JD
- **Vice Chair.** Russell Stanley was elected unopposed. Proposed – PW; Seconded – SB

9. AOB

PW was warmly thanked for his contribution as Steering Group Chair during the last 18 months, as was JD for his administrative support during/after the Regulation 14 process.

10. Date of the Next Meeting

Thursday, 10th December, 2020 @ 19:00 on Zoom.

John Deacon

18th November 2020