

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

**Meeting:** Chelpin Plan Steering Group\*  
Louise Kirkup (LK - for Kirkwells - Planning Consultants)

**Date:** Thursday, 10<sup>th</sup> December 2020

**Location:** Zoom Videoconference

**Ref:** Review all documents due for submission to BDC in advance of the Regulation 16 Consultation

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

**Main Points Discussed/Agreed**

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

RS welcomed everyone to the meeting. Apologies were received from RB.

**2. Approval of previous minutes of 17<sup>th</sup> November 2020**

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

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

There were no additional matters to be discussed.

**4. Review of the latest drafts of the Submission documents**

**Policies Map:** The policies map was reviewed. Agreed actions:

- Check Settlement Boundary – **Action: LK**
- Check why Hollingsworths and Orwell Stores are omitted – **Action: LK**

**Chelpin Plan – Regulation 15 version:** The Plan was reviewed. Amendments agreed:

- Page 2 Heading – How long will the Chelpin Plan take to approve? (add the word Plan)
- 4.10 – ... will undertake an immediate review of the Chelpin Plan .... (remove the word Immediate).
- 5.12 typo 'an' should be 'and'
- 5.24.10 - There is a frequent bus service between Ipswich & Shotley... (remove the word Frequent).
- Appendix 2 p50 – Remove reference to Butt & Oyster in line with the text of CP4.
- Appendix 4 sub-heading – Includes extracts from the Village Design Statement. (add the word Includes).
- Appendix 5 – Kirkwells to create a clearer map.
- Create clean black copy

**Action:** LK to update.

**Consultation Statement:** The document was reviewed. Amendments agreed:

- 2.5 sub-heading 'Future Housing Development – where should it be?' – bullet 17 – Already too many approved in the pipeline... (change To Too).
- P36 typo Pin Mill 'adjacent'

**Action:** LK to update.

**Basic Conditions Statement:** The document was reviewed. No amendments.

**NDP web-page:** The document was reviewed. Amendments agreed:

- Include a link to:
  - Regulation 14 Draft Plan (plus consultation dates)
  - Designation Map
  - Designation Decision
- Initially include the words 'subject to Parish Council Approval'

**Action:** JD to update and circulate all for clearance.

**5. Review and agree next actions – including sign-off of the final versions before submission to the Parish Council.**

Next steps are:

- JD to circulate amendments agreed with Kirkwells soonest after this meeting
- Kirkwells to send to JD amended documents by Mon/Tues (14/15<sup>th</sup> Dec).
- JD to circulate amended documents for sign-off by all SG members by cob 18<sup>th</sup> Dec.
- JD to forward all documents to the Parish Clerk for inclusion on the agenda of the January 2021 PC meeting for ratification.
- JD to request that PC members have early sight of the documentation as there is a lot of it.
- JD to update the NDP page of the PC website as in '4' above.
- The PC to ratify the documentation (expected at the Jan' 5<sup>th</sup> meeting of the PC).
- The Parish Clerk to submit the ratified documents to BDC, at the same time requesting an approximate timetable of events for planning purposes by the Steering Group.

**6. Date of Next Meeting**

**Tbd** – is dependent on progress by BDC; see below.

Once BDC receive the Submission documentation they take control of the process. If the process runs smoothly the next time the Steering Group need to meet will be to appoint the Examiner. The Examiner should be appointed sometime during the BDC Formal Consultation period. [Kirkwells can assist with the appointment process.]

John Deacon  
10<sup>th</sup> December, 2020