

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

Meeting: Chelpin Plan Steering Group*

Date: Wednesday, 8th January 2020

Location: St Andrews Church Hall, Chelmondiston

Ref: Review *Regulation 14* draft Plan

* **Steering Group:** Simon Brown (SB), John Deacon (JD), Philip Evans (PE), Johnathan Rapley (JR), Russell Stanley (RS), Nathan Waller (NW), Peter Ward (PW - Chair). [Absent: Rob Bareham, Sarah Markham.]

Main Points Discussed/Agreed

1. Welcome & Apologies for Absence

- The Chair welcomed everyone, especially Philip Evans attending after a period of enforced absence.
- Apologies had been received from: Rob Bareham

2. Approval of notes on the meeting of 4th September 2019

Agreed by all unamended.

3. Matters arising not on this agenda.

PW confirmed that he had drafted the Parish Council response to the BDC draft Local Plan, as promised in September - see PW e-mail to this group of 25th September.

4. Response to BDC 'informal' comments on the Plan

- A series of comments on the plan, many of a drafting or technical nature, were received by this group from BDC on 29th November 2019. Probably the most important comment is that we need to gather as much supporting evidence as possible for statements in the Plan [which is why Community input is so important].
- Advice on response to these comments was then sought from the consultants (Kirkwells) supporting the drafting of the Chelpin Plan. This advice was received back on 19th December.
- The meeting today was to review/agree how to respond to BDC comments in the light of advice from Kirkwells.
- Outcome of the discussion:
 - The majority of the BDC recommendations for change were accepted, as the changes suggested do not significantly alter the content of the plan. **Action: JD to inform Kirkwells of these decisions so that the Plan can be amended.**
 - There are a very few outstanding questions which need to be resolved before agreement by this group. **Action: JD to ask Kirkwells for clarification.**
 - Agreed that it would be a good idea to run the final draft through a grammar-checker before submission to BDC. **Action: RS.**

5. Response to Letter from member of the Public

- A letter had been received (31st December 2019) concerning a possible housing development in the village, and this was discussed.
- It was concluded that the note was inappropriate and of no influence - it was therefore set aside. **Action: JD to write to the member of the Public to inform them of this conclusion.**

6. Next Steps for the Chelpin Plan

The next major step in the process is the First Formal Consultation. This consultation is conducted under 'Regulation 14'. The main steps are:

- Finalise the next draft of the Chelpin Plan - based on input from this meeting. **Action: Kirkwells.**
- *Possibly also required:*
 - Undertake a Strategic Environmental Assessment (SEA) of the Chelpin Plan.
 - Amend the Chelpin Plan on the basis of comments received during the SEA
- Sign-off the draft supplied by Kirkwells. **Action: This Steering Group**
- Submit the finalised draft to BDC and to the various statutory bodies that need to be consulted. **Action: Kirkwells.**
- Organise the consultation with the local Community. **Action: This Steering Group.**
- Assess consultation feedback and agree any amendments to the Chelpin Plan. **Action: This Steering Group.**

6. AOB

The issue of the Parish Council declaring a 'Climate Emergency' was discussed. Whilst no such declaration is currently in place, it was agreed that if such a decision is taken then the Chelpin Plan should refer to it. **Action: RS to inform the Steering Group of any such decision.**

7. Next Meetings

It is expected that the next meeting will concentrate on setting-up the Formal (Reg 14) Consultation process. Input from Kirkwells either before or at this meeting will be required. It is not possible to set a time for this meeting at the moment since the start date of the Consultation cannot be fixed until the next version of the Chelpin Plan has been signed-off by this Working Group. Sign-off is waiting on input from Kirkwells and possibly an SEA review at a date currently unknown. If no SEA is required at this stage then sign-off should be possible within 3-4 weeks max'; if an SEA is required before sign-off then this may not be possible for 2-3 months. **Action: JD to request MW to: 1/undertake updates, also 2/ to establish whether an SEA review will be required at this time.**

John Deacon

9th January 2020