**Chelmondiston Neighbourhood Development Plan (CNDP)**

**Meeting:** CNDP Steering Group\*

Michael Wellock (for Kirkwells - Planning Consultants)

**Date:**  Thursday, 3rd May, 2018

**Location:** St Andrews Church Hall, Chelmondiston

**Ref:** Project Inception

**\* Steering Group:** John Deacon, Philip Evans, Rosie Kirkup, Sarah Markham, Johnathan Rapley, Peter Ward, Christine Webb. [Nathan Waller absent.]

**Main Points Discussed/Agreed**

**1. Election of Officers**

The following appointments were made:

* Chair - Rosie Kirkup
* Vice Chair - Peter Ward
* Secretary - John Deacon

**2. Kirkwells**

Michael Wellock (MW) summarised the experience that Kirkwells have had to date with developing Neighbourhood Plans. This has been wide ranging from very small villages of 20-30 dwellings to medium-size towns with a population of 50K people. So far they have helped over 100 communities with their plans.

**3. Neighbourhood Plans**

***The Role of neighbourhood Plans***

MW outlined the significance of a Neighbourhood Development Plan (NDP) and the part that it plays in the Planning process. He explained that an NDP, once agreed, becomes a statutory part of the local planning process. The plan becomes a document owned by the District Council that has to be taken into account when planning recommendations are made. The requirements of the NDP have to be complied with in arriving at recommendations unless there are material considerations why they should be over-ruled.

***Creating a Plan***

MW outlined the process involved in creating Neighbourhood Plan. The main steps can be summarised as follows:

1. **Apply for ‘Area Designation’.** [By this step the District Council formally record their agreement on the geographical area for which the plan will be written. ]
2. **Create a Draft Plan**
3. **Formally consult with the local Community on the Draft Plan.** [The consultation period has to be for a minimum of 6 weeks. The consultation has to be with all interested parties, including all those who live, work and operate a business within the designated area. The consultation has to include instructions on: Where to access the draft plan, How to make comments, and by When comments must be submitted.]
4. **Amend the draft plan based on comments obtained in step 3.**
5. **Submit the revised draft to the local District Council** [Babergh DC in our instance.]
6. **BDC organise a (2nd) formal consultation.**
7. **BDC gather responses from step 6 and send these, together with the draft from step 5, to an independent examiner for review**. [The Steering Group should choose who this examiner is.]
8. **The Examiner reviews the package from 7 and will suggest some changes be made to the draft text**. [The Examiner checks that the plan provides for sustainable development, and is in line with the planning strategies as defined in the NPPF, the District Council Local Plan and EU directives.]
9. **The District Council (BDC) amend the text as directed in 8, and organise a referendum of interested parties within the designated area**. [This is a simple majority vote.]
10. **If there is a ‘Yes’ vote in the referendum, BDC have to adopt the Plan as part of their documentary Planning Suite.**

**4. Topics that the Plan should cover.**

The plan can cover as much or as little about the way an area is developed as the Steering Group sees fit, but of course should cover any topic that the community feel strongly about, because unless it is mentioned in the plan there is no planning directive recorded.

Discussion about issues that concern the village led to the following list of headings (not exclusive) that will probably be included within the report. For each heading we would expect to ask the question - what/how do we wish to protect and/or enhance?

* Public Facilities
* Built Heritage
* Landscape Protection *[Conservation areas, etc]*
* Green Spaces
* Housing *[Affordability, Styles, Numbers, etc]*
* Leisure & Recreation
* Natural Heritage *[AONB, RAMSAR, etc]*

**5. Timetable**

A target date of March 2019 to have the first formal draft plan consultation (step 3.3 above) started was agreed. The period from now until that date it is expected would see the major period of activity of the Steering Group (maybe 70% of the total action required.)

In parallel with this action by the Steering Committee, once work on the draft is nearing completion, MW will work on the 3 technical reports required to accompany the draft plan when submitted to BDC - as follows:

* Environmental Condition Statement *[Strategic Environment Assessment.]*
* Basic Condition Statement *[Review of alignment with relevant policies.]*
* Consultation Statement *[Evidence of consultation with the wider community.]*

**6. Going Forward**

***Key Factors***

* Demonstrable communication and input from the wider community is essential.
* A wide mixture of communication channels is required.

***Next Actions***

* Complete the Grant application to ‘Locality’
* Write ‘Statement of Intent ‘ to allow introduction of the topic at the Annual Parish Mtg (22/05), and gather feedback.
* Agree Steering Group TORs
* Appoint person to maintain a record of all consultation activities

**7. Next Meeting**

* **Date:** Thursday, 14thJune 2018. 19:00 [MW will attend.]
* **Venue:** tbc
* **Purpose**: Discuss results of any feedback from the general community, and to make a start on the draft plan.

John Deacon

4th May 2018