**Chelmondiston Neighbourhood Development Plan (CNDP)**

**Meeting:** CNDP Steering Group\*

 Michael Wellock (for Kirkwells - Planning Consultants)

**Date:**  Thursday, 14th June 2018

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

**Ref:** Project Progress

**\* Steering Group:** John Deacon (JD), Rosie Kirkup (RK), Johnathan Rapley (JR), Peter Ward (PW), Christine Webb (CW). [Nathan Waller, Sarah Markham, Philip Evans absent.]

**Main Points Discussed/Agreed**

**1. Minutes of the Previous Meeting**

The minutes of the meeting May 5th were agreed.

**Action:** These will be placed on the Village website for public view (JD).

**2. Terms of Reference**

 Minor changes were agreed to the draft TORs. Included was a line to publicise the meetings.

**Actions:** Update and circulate for final agreement (JD). Obtain formal approval from the Parish Council (JD). Publicise meetings by arranging to list on the village noticeboard (RK).

**3. Funding**

A grant (nearly £9K) from ‘Locality’ funding has been received is now banked with the Parish Clerk.

**4. Annual Village Meeting**

About 30 people attended the Annual Village Meeting in May 2018. Sheets covering five broad aspects of village development were placed out on which people could write their comments.

**Action:** Sheets to be analysed to provide summary findings (PW by 3rd July).

**5. Schoolchildren Feedback**

Pupils at the Primary School were asked to provide their ideas on how they felt the village should look in 10years time. An impressive array of responses has been received.

**Action:** Responses to be analysed to provide summary findings (CW by 3rd July).

**6. VDF Review**

The meeting reviewed the existing VDF document to see what recommendations remained relevant and could be incorporated into a first discussion statement. With a few (3) exceptions (either because they duplicated national planning policy, or because events have overtaken them) the recommendations were agreed to be still relevant.

**7. How to seek more Feedback?**

It was agreed that before undertaking any more consultation, rather than continuing to ask very general ‘open’ questions, it would be helpful to have some ‘strawman’ proposals that people could comment on.

**8. Archivist**

An action from the last meeting was to appoint someone to keep a record and diary of all consultation exercises with interested parties. Phil Evans has agreed to undertake this role.

**9. Next Steps**

* Create a first Consultative Document based on three inputs: 1/VDF recommendations, 2/ analysis of responses in 4 and 5 above, and 3/review of relevant Planning Policy documents. **Action:** MW by 3rd September - ideally with interim report and feedback from the Steering Committee.
* Review and revise draft Consultative Document. Action: MW - target completion late -September.
* Informal consultation (with organisations to be agreed). Action: All from end-September.

**10. Next Meetings**

* **Date:** Thursday, 5th July, 19:00
* **Venue:** tbc
* **Purpose**: Discuss results of feedback analysis.
* **Date:** Thursday, 6th September, 19:00 [MW to attend]
* **Venue:** tbc
* **Purpose**: Discuss draft Consultative Document.

John Deacon

15th June 2018