

# Minutes of the Chartham Neighbourhood Plan Steering Group

Held on Zoom on Thursday 16 November 2023 at 7pm

Join Zoom Meeting

<https://us02web.zoom.us/j/88270516758?pwd=QWpCNURhdE5rZnR2MUNHR000N3JjQT09>

Meeting ID: 882 7051 6758

Passcode: 351208

## Attendees:

John Field (JF) - Chair  
John Gilbert (JG)  
Sally Hawkins (SH)  
Paul Richards (PR)  
Paul Wookey (PW)  
Camilla Swire (CS) - minutes

## Apologies:

Tim Clark (TC)  
Andrew Metcalfe (Squires Planning) - not invited

1. <b>Attendees and Apologies</b>	
Apologies from TC. PW may be late.	
2. <b>Minutes of meeting held on <a href="#">31 October 2023</a></b> These were ratified.	
3. <b>SharePoint access for new members of Steering Group</b>	
There continue to be problems of access to Steering Group members, both old and new. There is a need for archiving, backups, training on access both for the clerk and for steering group and parish council members. Problems of the Authenticator repeating requests. Some money has been allocated by the PC to amend the SharePoint system. In SharePoint there are automatic backups for 20 versions of a file, but CS needs to request a hard back-up.	CS
4. <b>Any matters arising from draft Neighbourhood Plan document and signing off:</b>	
a. <b>Parish Heritage Assets:</b> latest version from Squires <a href="#">here</a>	
b. <b>Local Green Space:</b> latest version <a href="#">here</a> The number of allocations is too great - 29. Way forward for PR and CS to discuss. CS to send old version.	CS PR/CS PW

PW to review Squires version and the plan review. Aim to get ready to send to AECOM on Wednesday 22nd.	
c. <b>Site Assessments</b>	
d. <b>Consultation</b>	
e. <b>Progress on Plan writing</b> Whole team. - JF - PW – have given comments on chapter 9. Concern expressed that plan wording might imply inevitable support for development proposals if specific policy requirement is met. Agreed there should be a general caveat that a development must meet the plan as a whole. There’s a need to understand the hierarchy of priorities in the Plan. Andrew Policy Workshop Zoom call - 23 November, 4 December @ 7pm.	
5. <b>Liaison with CCC</b>	
a. <b>Local Plan</b> February finish to the draft and consultation to start.	
6. <b>Next Stages</b>	
a. <b>Next Steps</b>	
b. <b>Timetable:</b> PW’s timetable <a href="#">here</a>	
We reviewed and approved.	
7. <b>Consultation &amp; Engagement</b>	
a. <b>Social Media Engagement</b>	
b. <b>Consultation Statement:</b> latest version <a href="#">here</a> .	
c. Website PR - comment need to update the timeline on the NP website	EP/ AM
8. <b>Paper Mill Site</b>	
a. <b>Mill Working Party Update</b> Homes England have said that there are some potential bidders. If any of these bidders are viable, Homes England will not engage.	
b. <b>Consultation &amp; Engagement</b>	
c. <b>Neighbourhood Plan interface with the Mill site</b>	
9. <b>Project Planning</b>	
a. <b>SEA HRA</b> - both will be done by AECOM, once the plan is in place. Funding approved. January/February 2024.	
b. <b>Consider website timeline for Plan:</b> SG members to email CS with any meeting details. CS will fill in the <a href="#">Timeline</a> .	CS
c. <b>SharePoint archive of NP documents.</b> The Parish Council has allocated money to sort out SharePoint as soon as possible.	
d. <b>CCC Local Plan</b>	
10. <b>Finance</b>	
a. End of year reports	

b. AECOM	
c. Squires November 2023 quotation <a href="#">here</a>	
d. Funding the Chartham Neighbourhood Plan – PW document <a href="#">here</a> JG reported that the PC will set a budget to send a precept to CCC before Christmas 23. There will be a Finance meeting 13 December, but the PC meeting is on the 5th There remains considerable concern about paying for stage 2 onwards.	
<b>11. Any Other Business</b>	
a. Importance of using NP emails & copying in NP archive. Suggest SH sets up dedicated NP email until Webmail account can be set up. Is anyone using their personal email by accident? All to copy NP archive with each NP email: <a href="mailto:archive.neighbourhoodplan@chartham-pc.gov.uk">archive.neighbourhoodplan@chartham-pc.gov.uk</a>	
<b>12. Dates of Next Steering Group Meetings: 7pm via Zoom</b>	
<ul style="list-style-type: none"> <li>• 23rd November - Policy Workshop with Andrew Metcalfe</li> <li>• 4th December - Policy Workshop with Andrew Metcalfe</li> <li>• Tuesday 12<sup>th</sup> December Steering Group Meeting – invite Andrew Metcalfe</li> </ul> Finance committee dates and PC meeting dates – December and January Plan more meeting dates - CS	CS