

# DRAFT Minutes of the Chartham Neighbourhood Plan Steering Group

Held on Zoom on Tuesday 12<sup>th</sup> December 2023 at 7pm

Join Zoom Meeting

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

Meeting ID: 882 7051 6758

Passcode: 351208

## Attendees:

Camilla Swire (CS)

Sally Hawkins (SH)

Paul Richards (PR) left at 8.15pm

Paul Wookey (PW) left at 8.20pm when the meeting became inquorate and terminated

Andrew Metcalfe (Squires Planning)

## Apologies:

Tim Clark (TC)

John Field (JF)

John Gilbert (JG)

1. <b>Attendees and Apologies</b>	
2. <b>Minutes of meeting held on <a href="#">16 November 2023</a></b> - These were not passed as we didn't have time	
3. <b>SharePoint access for all members of Steering Group</b> Explanation of proposed new permissions was given by PR. Access privileges are being changed. Update on SharePoint back up – PR and Jack Richards are resetting the SharePoint. The reworking of the system has mainly been separate and the files were lifted into the new system. This means that the links don't work. CS and PR to liaise to ensure that the system is fit for purpose. Proposed new work email addresses, once work on SharePoint is finalised – considering using Microsoft Outlook. The importance of archived emails is vitally important for the inspection.	CS / PR
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 to be provided by Squires. This will be sent out by Squires to be published. AM commented that there is one Formal/Informal Sports Area.	AM
<b>Site Options Assessments</b> – document <a href="#">here</a> and Steering Group comments document <a href="#">here</a>	SG

We considered the Housing Needs topic paper, noted that 22 houses are required to the end of the current Local Plan period 2031.

**Recommendations**

*10.2. The outcome of this topic paper is therefore to recommend that the neighbourhood*

*plan seeks to:*

- 1. Only provide housing as a by-product of regenerating existing redundant, or brownfield land.*
- 2. Increase windfall sites.*
- 3. Define criteria for suitable locations for new housing development.*
- 4. Identify sites for development that are most suitable for the older population.*
- 5. Provide specialist housing on the identified sites.*
- 6. Prioritise brownfield and infill sites for development and avoid development on green spaces unless it does not cause significant harm.*
- 7. Improve infrastructure with new development.*

Advice was given that there needs to be consistency in our approach. It is the Steering Group's responsibility to steer and come to a conclusion of where best for development. Ideally, we don't want to burden one site.

We discussed individual sites within AECOM's RAG map. The need for care with choosing sites was made clear. SG concerns were raised about accessibility of some sites towards the central part of Chartham.

- The one site S001 Little Orchard: 1 dwelling, green, potentially introduces a new building into the garden and there are concerns about access:
  - It is opposite a school.
  - There are considerable traffic problems on Shalmsford Street.
  - The sightlines are imperfect.
  - It takes built form beyond the ribbon development into a garden which will impact views.
- S003 Paper Mill was discussed with interest:
  - Previously developed land.
  - Preferred if identified as mixed development
  - Flood risk
  - Biodiversity
  - Access
  - Large site relative to what we need to provide
  - Parking
  - Community work space
  - Public Open Space
  - A proposal for 150 houses raised concerns due to access impacts on roads
  - We need to make reasonable policy about the Mill
  - With The Grange, it had been the manager's house then offices, but had become relatively poorly kept. Preferred development would be dividing it into flats.

- To give the direction of travel will provide security for the future of Chartham by creating a degree of certainty of what a development might be.
  - The whole site needs masterplanning.
  - Ecology and rivers will direct where development is suitable. This includes the Stour and its tributaries.
- S003 East site of the Paper Mill specific issues were:
    - There is section on the east side that has less flood risk.
  - S003 West site of the Paper Mill specific issues were:
    - With existing dwellings abandoned e.g. Mill Terrace (derelict) and The Grange (converted into offices), someone may argue whether change of use and this may cause a delay.
      - They are in the flood plain.
      - This will require sequential test checks if there are better sites.
    - Footpaths
    - Parking: there needs to be a drop off point, if nothing else.
    - If not to be used for parking, it could be a co-working space – a non-residential space means it would be easier for people to escape if there were flooding.
  - S009 Former Quarry, Horton housing
  - S010 AECOM: Church Meadow site (near vets) for 5 residential units within mixed use – housing and commercial. We discussed that there is a planning application in. There is a challenge to build on the eastern end of the site due to flood risk. Flood of access was also mentioned.
  - S012 Building at Old School Surgery community use, red. Although it is a derelict site, the SG don't want to delay the plan by proposing that it be for housing.
  - S013 Ballast pit south of Shalmsford Street – 57 houses, red.
  - S014 Land south of Shalmsford Street – housing, red.
  - S015 Land on Howfield Lane – housing, red.
  - KSB pools site:
    - The pre-existing granny annexe - question of viability
    - We have technical funding for SEA/HRA sequential testing done through AECOM
  - SLAA044 Land at Town Lane, 10 dwellings, amber
  - SLAA051 Land to the rear of Shalmsford Court, housing, red
  - SLAA 060 Land North of Bobbin Lodge Hill, housing, older person's housing, red
  - SLAA086 Land adjacent and rear of The George, housing, red
  - SLAA087 Land at Chartham Hatch, 10 dwellings (between Town Land and SLAA044 only), housing amber
  - SLAA103 Land to the rear of Inca Geometric, 8 dwellings, amber:
    - No assessment of types.

<ul style="list-style-type: none"> <li>○ Identified as significant trees in Conservation Area Appraisal</li> <li>● SLAA107 Land west of Rentain Road, housing red</li> <li>● SLAA110 Land to the West of Rattington Street, 100 dwellings, housing, red. The allocation within the new draft Local Plan came out of nowhere. The Steering Group have nothing to offer in its place.</li> <li>● SLAA115 Land at Ashford Road, 1200 sq. m. commercial, drive-through retail, amber</li> <li>● SLAA175 Folly Field, 10 dwellings, housing, amber</li> <li>● SLAA190 Bobbin Lodge Stud, housing, red</li> <li>● SLAA238 Land adjacent to The Farm House, 4 dwellings housing red.</li> <li>● SLAA272 Bolts Hill, Chartham, 17 dwellings, housing amber.</li> <li>● SLAA273 Land at New House Farm, New House Lane, 87.6 (of which 28.3 are within neighbourhood area), housing, red.</li> </ul> <p>In summary, the Steering Group expressed preference to allocate 22 dwellings in the Paper Mill.</p>	
<p>c. <b>Consultation</b></p>	
<p>d. <b>Progress on Plan writing</b></p> <p>AM reported that we need to demonstrate that windfall will come forwards and allocate it. We need to reflect upon sustainability criteria, explain how an allocation satisfies the objectives while a commercial site fully on the Mill might have a negative impact upon the rural economy housing might not. In preparation for Reg. 14, we need to put in Karen Britton’s email and when finalised, the Green Space and Heritage documents.</p>	
<p>5. <b>Liaison with CCC</b></p>	
<p>a. <b>Local Plan</b></p> <p>We need to write a request to CCC asking for a more formal letter confirming the requirement of 22 housing units for the current Local Plan period up to 2031.</p>	
<p>6. <b>Next Stages</b></p>	
<p>a. <b>Next Steps</b></p>	
<p>b. <b>Timetable:</b> Paul’s timetable <a href="#">here</a> Putative updated timeline for NP website <a href="#">here</a></p>	
<p>7. <b>Consultation &amp; Engagement</b></p>	
<p>a. <b>Social Media Engagement</b></p>	
<p>b. <b>Consultation Statement:</b> latest version <a href="#">here</a> Should NP Parish Council reports be added? AM mentioned that we need to put it in the format of ‘We did this...we learnt this...’ and give all of the back story. This is urgent as is needed for SEA.</p>	AM
<p>c. Website - <a href="http://www.charthamnp.com">www.charthamnp.com</a></p>	

<b>8. Paper Mill Site</b>	
a. <b>Mill Working Party Update</b>	
b. <b>Neighbourhood Plan interface with the Mill site</b>	
<b>9. Project Planning</b>	
a. <b>SEA HRA</b>	
b. <b>Consider timeline for Plan:</b> SG members to email CS with any meeting details. CS will fill in the <a href="#">Timeline</a> There has been an update of the NPPF which was released on the 14 <sup>th</sup> . We need to consider any impact that this may have on our neighbourhood plan. Paragraph 14 change - tests watered down.	SG
c. <b>CCC Local Plan</b>	
<b>10. Finance</b>	
a. <b>End of year reports</b>	
b. <b>AECOM</b>	
c. <b>Squires November 2023 quotation</b> <a href="#">here</a>	
d. <b>Funding the Chartham Neighbourhood Plan – PW document</b> <a href="#">here</a>	
<b>11. Any Other Business</b>	
a. <b>Importance of using dedicated NP emails &amp; copying in NP archive.</b>	
<b>12. Dates of Next Steering Group Meetings: 7pm via Zoom</b>	
• Agree times & dates of next meetings	ALL