

# Minutes of the Chartham Neighbourhood Plan Steering Group

Held on Zoom on Thursday 18<sup>th</sup> January 2024 at 7pm

Join Zoom Meeting

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

Meeting ID: 882 7051 6758

Passcode: 351208

## Attendees:

John Field (JF)

John Gilbert (JG)

Camilla Swire (CS)

Sally Hawkins (SH) (minutes)

Paul Richards (PR)

## Apologies:

Tim Clark (TC)

Andrew Metcalfe (Squires Planning) – not invited

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| <b>1. Attendees and Apologies</b>   |    |
|   |    |
| <b>2. Minutes of meetings held on 16 November 2023 and 12 December 2023</b><br>The minutes of 12 December were agreed with minor amendments: <ul style="list-style-type: none"><li>• The Grange had been the manager's house</li><li>• indicating preferred development...</li></ul> A decision on the 16 November minutes was deferred until the next meeting. |    |
| <b>3. SharePoint access for all members of Steering Group</b><br>Discussion deferred.   |    |
|   |    |
| <b>4. 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 has been provided by Squires and was passed at this meeting.  |    |
| c. <b>Site Options Assessments</b> – document <a href="#">here</a> and Steering Group comments document <a href="#">here</a>  | SG |
| d. <b>Consultation</b>  |    |
| e. <b>Progress on Plan writing</b><br>All comments will be assessed at this meeting and Squires will be requested to finalise.<br>The meeting considered the section of the draft plan that refers to the Paper Mill site. Concerns were raised regarding this section. In particular, the focus on a fairly narrow tranche of the site. It was decided         |    |

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| <p>that CS would email Andrew to ask about the rationale for selecting a tranche at all and then why this specific tranche. CS will also ask whether Mill Terrace must be excluded from net housing gain and query the policy that states the mill building should be retained.</p> <p>It was agreed that members of the SG will all offer comments on the draft plan to be considered at the next meeting.</p> |     |
| <b>5. Liaison with CCC</b>  |     |
| a. <b>Local Plan</b>  |     |
| <b>6. Next Stages</b>   |     |
| a. <b>Next Steps</b>  |     |
| b. <b>Timetable:</b> Paul's timetable <a href="#">here</a><br>Putative updated timeline for NP website <a href="#">here</a>   |     |
| <b>7. Consultation &amp; Engagement</b>   |     |
| a. <b>Social Media Engagement</b>   |     |
| b. <b>Consultation Statement:</b> latest version <a href="#">here</a>   |     |
| c. Website - <a href="http://www.charthamnp.com">www.charthamnp.com</a>   |     |
| <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>   |     |
| 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>  |     |
| <p><b>12. Dates of Next Steering Group Meetings: 7pm via Zoom</b></p> <ul style="list-style-type: none"> <li>Agree times &amp; dates of next meetings</li> </ul> <p>It was agreed to meet in person at Railway House, Chartham on 26 January at 4pm.</p>  | ALL |