

# Minutes of the Chartham Neighbourhood Plan Steering Group

Held via Zoom on Monday 10<sup>th</sup> February 2025 at 11am

## Attendees:

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

## Apologies:

Tim Clark (TC)  
 Paul Richards (PR)  
 Andrew Metcalfe (Squires Planning) – not required to attend

<b>1. Attendees and Apologies</b>	
<b>2. Declarations of Interest</b>	
CS declared pecuniary interests (available on CCC website). JF and JG both declared a pecuniary interest re the paper mill site.	
<b>3. Minutes of previous meetings</b>	
<ul style="list-style-type: none"> <li>○ The minutes of <a href="#">28 January 2025</a> were agreed with minor amendments.</li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>Matters arising</b> <ul style="list-style-type: none"> <li>○ CS/JG to complete file note of meeting with AT today.</li> <li>○ AECOM update received.</li> <li>○ Edge IT has contacted lay members following PR's contact with them.</li> <li>○ PW checked allocation figures with CCC – confirmed at 14 dwellings. Considered LR's email with option of extending our timescale, however the SG agreed to maintain current timescale.</li> <li>○ CS contacted AM to ask for design principles to be turned into policy – as yet no response received. CS to follow up.</li> <li>○ Re Reg. 14 narrative, CS clarified that she had been referring to SEA Chapter 7. This can be very detailed. The steering group has already drafted a Chapter 7 based on previous allocations. SH has re-circulated, and all members will review and comment online.</li> </ul> </li> </ul>	<p>CS/JG</p> <p>CS</p> <p>ALL</p>
<b>4. Project Planning</b>	
<ul style="list-style-type: none"> <li>a. <b>Reg 14 Consultation – Timeline agreed:</b> <ul style="list-style-type: none"> <li>○ Allocations:                             <ul style="list-style-type: none"> <li>▪ Decide on Inca site</li> </ul> </li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>▪ Decide on paper mill site</li> <li>▪ Decide on Bakers Lane site</li> <li>○ Received fresh SEA from AECOM</li> <li>○ Complete Chapter 7 of SEA</li> <li>○ Finalise draft plan</li> <li>○ Finalise leaflet</li> <li>○ Plan consultation events: <ul style="list-style-type: none"> <li>▪ Draft presentations</li> <li>▪ Agree feedback system</li> </ul> </li> <li>○ Amend plan in response to consultation</li> <li>○ Submit plan to PC</li> <li>○ Print leaflets</li> <li>○ Book rooms for consultation</li> <li>○ Start Reg. 14</li> </ul>	
<p><b>b. Site Allocations</b>  Agreed proposed allocations based on the numbers presented by owners/developers for sites to be viable: 8 Inca, 4 Town Lane, 13 Bakers Lane.</p>	
<p><b>c. Paper Mill</b>  The 2024 SLAA stated that as the paper mill is in a flood zone it would be omitted for further consideration. It is as yet unknown whether the AECOM SEA will reach the same conclusion and in any planning application process the onus will be on the paper mill site owners/developers to demonstrate effective mitigation.</p>	
<p><b>d. SEA</b>  CS sent email to AECOM re next steps. CB replied that she is going on maternity leave, but she is seeking confirmation of continued funding from Locality and will hand over to a colleague. PW to join CS for handover later this week, date to be confirmed.</p>	CS/PW
<p><b>5. Finance</b>  It was reported that the NP budget appears to be underspent. This could present an opportunity to instruct AM to undertake work that will lead to prompt finalisation of draft plan once the SEA is complete and assist moving forward to Reg 14 stage in a timely manner. SH to discuss the budget with PR and to share a note of that discussion. There needs to be clarity for the SG to understand if any underspent budget could be rolled forward to the next financial year.</p>	SH/PR
<p><b>6. Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Agreed that future emails sent on behalf of the steering group to third parties (such as AT/AM/AECOM) will be copied to the steering group so that replies are seen by all.</li> <li>• Agreed CS' proposed report to parish council.</li> </ul>	
<p><b>7. Date of Next Steering Group Meeting:</b></p> <ul style="list-style-type: none"> <li>• Next meeting Friday 28 February at 1.30pm via Zoom. JF to send link.</li> </ul>	JF