

## Chartham Neighbourhood Plan Steering Group Meeting Minutes

*Virtual Meeting*

*2<sup>nd</sup> February 2021 at 7.00pm*

### **Present:**

Gregory Williams

Lisa Root

Camilla Swire

Teresa Curteis

Paul Coles (Until 7.55pm)

Tim Clark

Andrew Metcalfe (Squires Planning)

### **Absent:**

John Field (technical problems)

Tom Nutt (Squires Planning)

Gregory agreed to chair the meeting.

Lisa agreed to take minutes.

### **1. Apologies**

Apologies were received and accepted from Tom Nutt.

### **2. Minutes of Last Meeting**

The minutes from the meeting on 19<sup>th</sup> January 2021 were reviewed and all voted in favour that they were a true record of the meeting.

### **3. Working Groups**

Updates were received from steering group members on each working Group.

#### a) Built Environment & Heritage - Camilla

Two meetings held, 20<sup>th</sup> and 27<sup>th</sup> January. Alan Hawkins is a member of the group and was involved in the last design statement.

A work plan has been developed to identify issues and review survey results of the vision and objectives survey and village design statement.

Plans to talk to Chartham Archives, English Heritage and other local groups.

Possibility to look at design codes.

#### b) Climate Change - Gregory

Cllr Watkins is the CCC lead for Climate change and contact has been made. He has mentioned that Herne and Broomfield are developing a climate change policy and offered to put the group in touch.

Discussed flooding and reviewed the Climate change and impact assessment for Kent and Medway.

Woodland Trust has an emergency tree plan. It is possible for commuted sum for Chartham Parish Council to plant trees in the parish if they can't do it on developed land.

Idea for allotments at the back of the primary school with their approval and allotment holders could work with children.

Opportunity for microgeneration on buildings, e.g. hydro if the mill site is developed to power any redevelopment at the site, and green roofs and walls but cost may make this unviable. Heat pumps and reducing emissions from transport.

Andrew shared the definition of a major development.

“major development” means development involving any one or more of the following—

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwelling houses where—
  - (i) the number of dwelling houses to be provided is 10 or more; or

- (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more;

Gregory raised that there is likely to be conflicting policies at some sites, e.g. a disused brownfield site that want to develop which is in a flood risk area.

Carbon brief website has a summary on the 6<sup>th</sup> Carbon Budget which is useful.  
Camilla raised that Kent net zero policies which Gregory will review.

c) Economy - Paul

Only Paul attended the arranged meeting and the two individuals who expressed an interest don't seem to be available.

A discussion was had about how to secure new volunteers, and it was agreed that a request would go out to all people who have expressed an interest in helping.

**02/02/21 - 01:** Paul to draft an advert for volunteers and send to Camilla.

**02/02/21 - 02:** Camilla to write to volunteers for Economy working group.

d) Health & Wellbeing - Teresa

Initially it was agreed to meet fortnightly but may hold meetings in between.

Teresa is mindful that some members of the group are feeling a bit overwhelmed with information that has been shared.

Discussion was held over what health and wellbeing looked like for Chartham Parish and things mentioned were community gardens, 121 rooms that were missing. Assets currently in the parish are village halls, outdoor spaces, doctors' surgeries, retail, clubs and societies.

A discussion was had over which documents to refer to when quoting demographics.

Andrew recommended census data and nomisweb.co.uk has data sets which can be extracted.

No clear chair has been identified for the group yet.

e) Housing - Lisa

The application of the standard methodology has been raised with AECOM and they are standing their ground as the local plan doesn't explicitly give percentages against the distribution of housing between areas. If they tried it would be a best guess, a meeting with CCC is suggested as a way forward.

(Paul left 7.55pm)

f) Landscape & Biodiversity – Camilla

Meetings held on 22<sup>nd</sup> and 29<sup>th</sup> January.

Work plan will be written for the next meeting. Members are very knowledgeable and have useful contacts.

Investigating ways to engage with people and looking at connecting images people take to points on a map to deem what is important to people.

g) Transport & Travel - Gregory

Various issues and options were discussed, including:

- Better connectivity to walk around the parish
- Traffic calming e.g. chicanes

20s plenty was discussed and it is likely to be adopted by Chartham Parish Council. It could be publicised in a positive way, that it has come out of the neighbourhood plan process – it was raised as an issue by parishioners in the vision and objectives survey.

#### 4. Timeline

More information needs to be added to the timeline.

**02/02/21 - 03:** Lisa to add the date of the initial meeting with AECOM to the timeline.

Camilla asked Andrew if we should use Gantt charts for our timeline. Andrew recommended using Team Gantt website as he has used it before, it is free and can have 3 logins. He advised that it was particularly amenable when dates change which isn't the case in Excel. All agreed to set up an account on Team Gantt.

**02/02/21 - 04:** Lisa to set up an account on Team Gantt website.

#### **5. How are ongoing Parish Issues to be dealt with in the NP?**

Camilla asked if comments on Facebook can be used as evidence. Andrew confirmed that any source can be used in the initial stages. Camilla gave examples of water pumps not working on St Augustines discussed Facebook. Later stages feedback needs to be part of a consultation.

#### **6. Sharing Information**

Chenice has set up SharePoint access for non-members however it needs to be tested that it works.

#### **7. Engagement**

The timing of the next newsletter was discussed and possibly April. There are likely elections in May and Purdah has to be considered. It is reasonable that as the plan is in the early stages it is not political but Chenice will be able to advise.

#### **8. Finance**

Locality have made an additional £1000 available for grants due to COVID-19.

**02/02/21 - 05:** Lisa to investigate the possibility of additional grant available from Locality.

#### **9. AOB**

Gregory shared maps that he had created on routes without a footway.

Andrew mentioned that the Parish Council has a licence to get detailed maps on OS maps. [cyclestreets.net/collisions](http://cyclestreets.net/collisions) and [Crashmap.co.uk](http://Crashmap.co.uk) both provide maps on incidents.

Andrew is producing a template for topic papers and will load onto SharePoint.

#### **Date of Next Meeting**

7pm via Zoom on the following dates

- 16<sup>th</sup> February
- 2<sup>nd</sup>, 16<sup>th</sup> March
- 6<sup>th</sup>, 20<sup>th</sup> April
- 4<sup>th</sup>, 18<sup>th</sup> May

Meeting closed at 20:58