

## Chartham Neighbourhood Plan Steering Group Meeting Minutes

*Virtual Meeting*

*16<sup>th</sup> February 2021 at 7.00pm*

### **Present:**

Gregory Williams  
Lisa Root  
Camilla Swire  
Teresa Curteis  
Tim Clark  
John Field  
Andrew Metcalfe (Squires Planning)

### **Absent:**

Tom Nutt (Squires Planning)  
Paul Coles

Gregory agreed to chair the meeting.

Lisa agreed to take minutes.

### **1. Apologies**

Apologies were received and accepted from Tom Nutt and Paul Coles.

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

The minutes from the meeting on 2<sup>nd</sup> February 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

The next meeting is scheduled in the coming week.

b) Climate Change - Gregory

Various topics have been discussed including, communal heating, allotment provision, provision for cycling, walking, and wheelchair use. There is the potential for looking into Passivhaus, it is unlikely to be achieved in this plan but it may be achievable in future iterations.

The group are working to collate a list and seek views from Parishioners on priorities and any policies that may have been missed.

There is a webinar prior to the next working group meeting by the British Museum on adapting to climate change which the group will be attending.

Sadly Jay Day has left the group as he felt he wasn't contributing however the group felt he had helped the ideas progress.

c) Economy - John

Meeting was held on 10<sup>th</sup> February between John and Paul. Key points were reviewed from the paper, particularly:

- Need for a café
- Old school Surgery building
- Gym and tennis courts
- Dislike of polytunnels
- Support for pubs
- Run down mill

Post COVID-19 support was discussed such as hot desking facilities on a business park where you could rent business space and supporting residents to have home office in the garden or within the footprint of the house.

Considering policies to support conversion of premises to café, shops and restaurants.

Considering policies to support tourism and visitors to the villages and producing a tourism map.

Considering opportunities to develop arts and craft workshops in existing business parks and coordinated events between locations in the parish, such as St Marys Church, Chartham Hatch village hall, Chartham Village Hall.

The next step is to survey local businesses for their views.

d) Health & Wellbeing - Teresa

The next meeting is this coming Thursday.

The group are developing an asset list as in conversations within the group it was apparent that people were not aware of everything available, e.g., the various playgrounds, so there may not be an additional need, instead more awareness. There are playgrounds spread around the community but not in upper Shalmsford Street. Areas the group are looking into are Community spaces, green spaces, health facilities, retail, clubs and societies, transport.

A discussion was held around overlap between working groups and a concern of overlap and duplication. There will be synergies between papers, but they are likely to approach from different angles, e.g. the Economy group might identify the need for a café and the wellbeing group might need a café to increase social interaction.

(Teresa left the meeting)

e) Housing - Lisa

A meeting was held with CCC on our intended approach to regenerate sites and not seek to fulfil the need in an area. CCC were broadly supportive and we agreed that it would be beneficial to agree a joint position and publicise a statement of understanding. This statement is in progress.

A meeting was held between AECOM and CCC to discuss the Housing Needs Assessment draft report. AECOM stood by their methodology but agreed it didn't take into account CCC strategy. A range of scenarios was considered but it was felt they would be so wide ranging that it would not be useful. It was agreed to remove the research question relating to the Housing Quantity.

To progress the intention to regenerate sites we will need to run a call for sites specifically asking for areas for regeneration. There are three options to run/fund the task.

1. The Housing working group run the call for sites.
2. Squires Planning run the call for sites
3. Seek a technical support package from Locality and AECOM runs the call for sites ([Technical Support - Locality Neighbourhood Planning](#))

A discussion was held over the options, and it was considered that with AECOM running the call for sites it would remove any perceived bias. There was caution that as we are not intending to run a full call for sites it may not fit within their protocol.

It was agreed to proceed with a technical support package from Locality and if it didn't offer what we wanted we would consider a different route.

f) Landscape & Biodiversity – Camilla

The group are aware of where there are gaps and consider a need to request access to Kent Biological Centre Records which will cost £300 - £350. They hold information that is not publicly available, such as local nature reserves.

All agreed to spend up to £350 on access to Kent Biological Centre Records.

The group want to be able for residents to share photos and tag their locations as a way of identifying areas which are important for people.

It has become apparent that some residents use Nextdoor.com and are not on Facebook.

g) Transport & Travel - John

Four issues were looked at:

1. Improving connectivity between areas of the neighbourhood.
2. Conflict points and traffic calming
3. Use of electric vehicles
4. Environmental and green transport links

Meetings are held each week.

#### **4. Draft Topic Paper**

Andrew has shared a template for each group to use so that they are standard in look and feel. A discussion was held on what political statements meant. Andrew explained that these are aspirational things the government announce that are not yet policy. E.g., talks of proposals to crank up the building regulations requirement for insulation and biodiversity gain.

#### **5. Engagement**

Groups are thinking about what they want to ask the community. The call for sites is a separate piece of work that wouldn't fit into the consultations of the working groups.

It was agreed for each group to formulate an ask to the community ready for the next meeting.

**16/02/21 - 01:** All to create a community engagement proposal for the next meeting.

The potential to add a statement into the Parish Council newsletter was discussed and it was agreed that the Parish Council doesn't want to overlap but it was an opportunity to publicise consultations. It was felt it would be published before we were ready.

The Facebook page has had good engagement, the last couple of posts reached 2839 people and had 1029 engagements.

The website needs more posting and a link to an RSS feed.

Camilla agreed to pursue.

**16/02/21 - 02:** Camilla to investigate updating an RSS feed on the website.

#### **6. Housing Needs Assessment**

Covered under Housing Working Group.

#### **7. Project Planner**

An account on TeamGantt has been created and Andrew agreed he would create a basic template for the group to populate.

**16/02/21 - 03:** Andrew to create a template on TeamGantt for the group to populate.

#### **8. Finance**

The group have already claimed the additional £1000 grant available from Locality due to COVID-19. Support is available from planning aid which is good if we have a specific piece of work we need help with. Support may be required for the working groups with little support. Andrew agreed to make contact.

**16/02/21 - 04:** Andrew to contact Planning Aid for support with the working groups.

#### **9. AOB**

Lisa asked when it was a good time to look at Habitat regulations. Andrew advised we are not quite ready as we need to ask CCC about it and we need to understand our plan a bit better.

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

7pm via Zoom on the following dates

- 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 20:54