

Chartham Neighbourhood Plan Steering Group Meeting Minutes

*Virtual Meeting
2nd March 2021 at 7.00pm*

Present:

Gregory Williams
Lisa Root
Camilla Swire
John Field
Paul Coles
Andrew Metcalfe (Squires Planning)

Absent:

Tom Nutt (Squires Planning)
Teresa Curteis
Tim Clark

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 16th 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

Two new members have joined the group and they are looking at topic issues.
Andrew would like to attend the next meeting to check progress.

John raised that there are issues with power, drainage and sewage capacity across the parish and whether the network can handle future development. Andrew mentioned that there are legal obligations with connections and need to ensure research will lead to potential policies within a neighbourhood plan.

Camilla agreed to contact water and sewage providers for a statement on the network capacity now and following planned improvements and how this links with known developments.

02/03/21 - 01: Camilla to contact water and sewage providers for a statement on the network capacity now and following planned improvements.

02/03/21 - 02: Camilla to contact Andrew about how to move forwards with BEH & LAB groups.

b) Climate Change - Gregory

The group attended a recent webinar but it was not very helpful as focused on the global impact rather than local impact.

Herne and Broomfield have shared information on their action plan but it is council focused rather than what a neighbourhood plan can achieve.

Questions have been developed for a consultation and aimed at finding out what is most important to people.

02/03/21 - 03: Andrew and Gregory to catch up to understand how the proposals were reached and ensure the logic is sound.

c) Economy - John

Consultation questions have been developed for businesses.

Andrew will review the questions prior to them being sent out.

02/03/21 - 04: Paul and John to send a copy of their questionnaire to Andrew

d)

Health & Wellbeing - Teresa

No update

e) Housing - Lisa

Lisa confirmed with Chenice that the statement of memorandum with CCC needs to be agreed at full council. The next meeting dates are 9th March and 13th April.

Andrew confirmed that we can go ahead with the call for sites in parallel with agreeing the statement with CCC.

Comments to the Housing needs assessment have been sent to AECOM who are doing the final checks. The final version should be sent in the next few weeks.

f) Landscape & Biodiversity – Camilla

Many issues are being considered but have not been refined yet. Andrew and/or Tom can help find a way forward.

Google My Maps is being investigated as a process to help understand views that people value.

02/03/21 - 05: Camilla to contact Andrew about how to move forwards with BEH & LAB groups.

g) Transport & Travel - John

The group are working on filling in the report.

Thanks were given to Gregory for helping and sharing with the production of maps.

4. Report for PC Meeting

Camilla shared a report which will be uploaded to SharePoint for comment. It is currently focused as a website comment, but an alternative report for the Parish Council meeting can be crafted from it.

02/03/21 - 6: Camilla to load the report to SharePoint and share for comment.

5. Engagement

a) Consultation

The aim is to get the consultation out by the end of next week. There are three to four groups looking to consult: climate change and Economy would like to send out Survey Monkey questionnaires, while a map phototagging project will have relevance to Built Environment and Heritage and Landscape and Biodiversity.

Gregory agreed to lead on the consultation

b) Website

The website has not been updated recently and needs to be updated.

02/03/21 - 07: Paul/John and Camilla to send SurveyMonkey questionnaires and map phototagging project to Gregory by Friday evening, 5th March.

6. Housing Needs Assessment

Covered under Housing Working Group.

7. Project Planner

Andrew has created a draft project plan with the aim to complete the plan by the end of the year.

The target of completing draft topic papers by the end of the month is still realistic.

The topic papers will feed into the request for screening opinion to CCC. If a SEA is required it could push the timetable out.

8. Finance

Lisa will complete a grant report at the end of the financial year to Locality. Any unspent money will need to be returned.

Andrew contacted planning aid but support is limited as the parish is not in a deprived area.

9. AOB

None

Date of Next Meeting

7pm via Zoom on the following dates

- 16th March
- 6th, 20th April
- 4th, 18th May

Meeting closed at 20:06