

Chartham Steering Group (SG) meeting – 13 December 2022

Present

Paul Wookey (Chair) (PW)
Camilla Swire (CS)
John Gilbert (JG)
Gregory Williams (GW)
Andrew Metcalfe (AM)

Absent

Tim Clark
Robert Frostrick
Paul Coles

Agenda Item:

1. Attendees and apologies

Apologies received from John Field
No declarations of financial interest.

2. Notes of last meeting

- The last SG meeting was not quorate and therefore the minutes of the meeting on 15 November could not be approved.
- A copy of the 15 November notes is attached – the SG are asked to approve by return of receipt of the minutes of this meeting. Any amendments please reply to PW so that they can be amended and approved asap.

3. CS explained the problem with SharePoint has been resolved but had delayed uploading documents.

4. **Consultants update** – introduced by AM

a) [Landscape Sensitivity Assessment](#)

- CS had contacted AM to reaffirm that the SG did not agree to an increase in fee payment to Lizard Consultants, with the amends proposed being achieved within the existing fee structure.
- Lizard Consultants making final amends and final document is anticipated by end of the current week.

b) [Design Codes](#) – awaiting completion by AECOM.

Action: AM to send chaser email to clarify anticipated timescale for completion.

c) [Parish Heritage Assets](#) – not yet completed by SG.

Actions:

- Discussion re: Pilgrims Way routing will be resolved through assessment by AM and PW.
- AM and PW to review work undertaken to determine way forward to complete the work in a timely fashion so that it can be submitted to AECOM for reference to Design Code work. Telcon on 14 December to review.

- d) [Site Assessment](#) – AECOM seeking additional funding from Locality to complete assessment work, which will include assessment of the Chartham Paper Mill site. Still awaiting CCC's approval of the ACV application made by the Parish Council for the Paper mill site.

Action: Chenice to be asked to follow up with Locality re: progress of additional funding sought by AECOM to complete the site assessment report.

- e) [Settlements Boundaries](#) – AECOM shortly to complete document. Parish Council has provided necessary Ordnance Survey authority to AECOM for mapping purposes.

- f) [Local Green Space](#) - Update provided by GW. Work still in progress, but almost complete.

Action: AM and PW to discuss what further work is required and what help can be provided to GW.

5. **CCC Local Plan Review**

The Parish Council arranged a second public meeting on 4 December 2022 between 3.30-5.30pm to discuss the CCC local plan Review.

CS stated that the Parish Council had been asked to approve some funding so that Squires Planning could support the PC's comments on the Local Plan Review consultation process so that there was no conflict with the work on the Neighbourhood Plan.

AM confirmed that work would be undertaken on the same day rates as the NP work but should be limited to reviewing comments made by the PC and production of a letter representing the PC comments.

Actions:

- CS proposed organising working group sessions to co-ordinate the response to the CCC Local Plan review.
- The collated comments by the PC and the SG need to be produced and supplied to AM by the very beginning of January 2023 so that final comments can be approved by the PC on 10 January. These can then be submitted by CCC's deadline of the 16 January 2023.

- The Parish Council to request a meeting with CCC regards the future possible uses of the Chartham Paper Mill and a meeting to be arranged with any future possible developer.

6. Social Media

AM confirmed that this would represent part of the evidence base for consultation with the local community.

CS confirmed that website updates would be completed on 14 December.

JG informed the meeting that the Parish Magazine had requested 300 words to be supplied on NP progress.

Action: Agreed that this should be pursued once timescale for production has been determined by JG.

7. **Finance update** – no further matters were discussed.

8. Dates for next meetings:

2023

3 January

17 January

31 January (PW not available)

21 February

7 March

21 March

The meeting closed at 8pm.