

Minutes of the Chartham Neighbourhood Plan Steering Group

To be held via Zoom on 17 January 2023 at 7pm

Join Zoom Meeting

<https://us02web.zoom.us/j/88270516758?pwd=QWpCNURhdE5rZnR2MUNHR000N3JjQT09>

Meeting ID: 882 7051 6758

Passcode: 351208

Present

John Field

Camilla Swire

Gregory Williams

Paul Wookey until 20.18

Andrew Metcalfe

Absent

Tim Clark

Paul Coles

Robert Frostick

John Gilbert (Flood Warden training)

1. Attendees and Apologies

NOTE: CS apologised for some faulty links in the agenda. The documents were circulated prior to the meeting and the links in the agenda have been amended after the meeting for ease of reference.

2. Minutes & Matters Arising

Minutes of the meeting held on [3 January 2023](#) were approved.

It was noted that the application for an ACV had been rejected and that people had seen the forwarded information.

With regard to 4b. of the minutes of 3 January re Chartham Mill. In the fourth bullet point which said, *“CCC asked the Parish Council what we wanted to do about it. We gave a holding message”*, CS gave further detail of the response, Cllr Root replied, *“The mill was submitted as part of our call for sites - development of the underutilised land and in line with a prior planning application. This site is still under review so we have not yet decided on what to say.”*

1. Consultant’s Report: [17 January 2023 report](#)
 - [Landscape Sensitivity Assessment](#)

We have approved the Landscape Sensitivity Assessment and that has been uploaded.

- [Draft Sites Assessment](#) -

AECOM are waiting for everything apart from the Design Codes before they can continue the Site Assessments:

- Landscape Sensitivity
- Heritage Assessments
- Green Space Assessment

Andrew commended GW on the high quality of his document on Green Space.

23/01/17 - 01: SG finish Heritage and Green Space.

23/01/17 - 02: CS home page post.

- [Design Codes](#) – [comments](#)

Giuseppe said Design Codes will be ready at the end of the month.

- [Settlements Boundaries](#)

Paul explained improvements such as how the base map had been changed by AECOM to OS upon request. It's important to get this document finished as soon as possible.

We discussed the methodology. Although we found initially that it was robust, individuals raised questions about:

- Firs Nursery - it seems to be on land belonging to the school and accessed via the school. Also, the school parking seems to have been omitted.
- The water treatment works near to the Mill.

Discussion about land by paper mill:

- Part of the developed area because it is water treatment works related to the paper mill.
- PW and AECOM were under the impression it was sewage treatment works.
- There is a water pond associated with it as well. Is it different because it's an industrial treatment works? Chartham sewage works are outside the settlement boundary.
- The land will be sold as part of the paper mill and will need to be remediated:
 - PW: We can't leave it outside the settlement boundary. Contamination needs dealing with – could affect not only the water but also the surrounding land.
 - CS: Disagree – gravel works are outside the settlement boundary but still have to be remediated.
 - PW: Need to understand the basis on which planning permission was given. There would normally be a remediation requirement. Anything to do with paper manufacturing usually involves some form of chemical treatment. There are big storage tanks onsite.
 - Agreed that it shouldn't be left to chance.
- That part is not in a flood zone.
- The settlement boundary might need to be amended according to the land ownership of the paper mill. Is there any way of finding out the precise site?
- CS concerns there is a lot of wildlife there. Putting it inside the settlement boundary gives licence to develop.
- PW better to have it inside the settlement boundary where there will be control of development.
- When the pumping station doesn't work, water goes into ???????

It was agreed that a meeting should be arranged to discuss these queries, but that the group's inclination would be to pass the document. It was agreed that those who had attended the meeting would give our agreement by telephone or email.

If the document does need changing, it was agreed that another small change would be requested – to record the distance of Chartham from Canterbury as 4 miles, rather than 5.

Otherwise, we accepted that the document would stand.

23/01/17 - 03: CS to provide plan of Mill with perimeter boundary.

23/01/17 - 04: PW to organise meeting between PW, CS and AM and to liaise with AECOM.

23/01/17 - 05: CS to ask group for approval of finalised settlement document.

20.18 PW left the meeting

4. Discussion on the [draft Local Plan](#)
 - a. Record the [final comments](#) sent to Canterbury City Council
 - b. How to learn from experience of answering:
 - Too much information to digest. Ask CCC to release evidence base before draft Local Plan. Due to time constraints, we had to focus on the plan which was potentially based on flawed evidence.
 - Although one member thought initial PC consultation on site R8 (land to the west of Rattington Street) could have been improved and repeated, it was reported that it had been finessed and repeated in the evening to catch another section of the demographic. Large numbers of comments have been collected.
 - c. The Parish Council has asked the Steering Group to consult about Chartham Mill. It was agreed:

- One initial meeting about Chartham Mill.
- Follow up with questionnaires for those who couldn't attend.
- Possibly start a working party if there's interest.
- Advantage to Steering Group as information may be gathered to inform policy specific to the Mill (it was suggested to discuss this at the next meeting).

23/01/17 - 06: Steering Group discuss Mill consultation and agree a way forwards.

5. Discussion on:

- [Parish Heritage Assets](#) - *confirm which Pilgrim's Way footpath to be used for this document. And footpath CB464.*

Parish Heritage Assets meeting to be held on 18th January to go through Andrew's queries, allocate tasks. Urgent but to be passed on 31st January or at emergency meeting then send to Andrew for final check.

- [Local Green Space](#) - Gregory's [review](#)

6. Any matters arising from draft [Neighbourhood Plan document](#)

- Enhancing Transport and Travel
- Fighting Climate Change at a Local Level
- Supporting our Built Environment & Heritage
- Driving our Local Economy
- Promoting Health and Wellbeing
- Delivering Sustainable Housing
- Conserving our Landscape and Biodiversity

None.

7. Consultation & Engagement:

- Social Media Engagement – *PC Local Plan consultation (should this be counted as part of the Neighbourhood Plan engagement as it was organised and publicised by members of the NP, plus Lisa)*

b. Website updates – *needs to be updated after each SG meeting.*

c. [Consultation Statement](#) update

This is developing, but not finished. It is really important to keep updated.

Action: CS ensure that it is updated.

8. Project [Planning](#) & Canterbury draft Local Plan [Timetable](#)

9. Finance: [Latest expenditure information to 10.22 is on SharePoint](#)

23/01/17 - 07: CS contact Lisa Root for update.

- Consultant's Role: [Plan Progression Costings](#)

23/01/17 - 08: CS contact Chenice for update.

10. Any Other Business

- All to fill in the [Timeline](#) with any meetings etc.
- Membership of Steering Group

Gregory announced that he will stand down from Steering Group due to heavy workload. He will send formal notification email with one month's notice, his last meeting being on 21st February.

The current number in the group is 8, with 2 not having attended for many months and 1 attending intermittently. It was agreed to contact RF to ask whether he might be able to attend, now that his workload has changed.

23/01/17 - 09: CS to contact RF.

11. Dates of Next Meetings

Meetings are arranged for:

31st January 2023

21st February 2023

7th March 2023
21st March 2023

The meeting closed at 20.29