

Chartham Neighbourhood Plan Steering Group Meeting Minutes

Virtual Meeting

20th April 2021 at 7.00pm

Present:

Gregory Williams

Lisa Root

Camilla Swire

John Field

Tim Clark

Andrew Metcalfe (Squires Planning) From 7.30pm

Absent:

Paul Coles

Teresa Curteis

Gregory agreed to chair the meeting.

Lisa agreed to take minutes.

1. Apologies

Apologies were received and accepted from Paul Coles.

2. Minutes of Last Meeting

The minutes from the meeting on 6th April 2021 were reviewed and all voted in favour that they were a true record of the meeting.

3. Role of Squires Planning in writing the Neighbourhood Plan

Some of the working groups are struggling to complete the topic paper. Built Environment and Heritage and Landscape and Biodiversity were struggling and it was unclear the status of Health and Wellbeing and Economy. A discussion was had over options and it was unanimously agreed to:

- Ask Andrew for support with the following Topic Papers:
 - Built Environment and Heritage
 - Health and Wellbeing
 - Economy
 - Landscape and Biodiversity
- Apply for additional grant funding from locality for £8k.
- Understand costs incurred by Southwater where consultants were more involved.
- Then consider options for further support
- Approach Parish Council for approval as appropriate

20/04/21 – 01: Camilla to send the meeting link to the Built Environment and Heritage meeting on Wednesday to Andrew.

20/04/21 – 02: Camilla to reach out to Teresa to understand the status of the Health and Wellbeing topic paper

Andrew joined the meeting from 7.30pm.

Andrew advised that Tom Nutt is no longer working for Squires Planning due to a change in personal circumstances. He is in the process of recruiting a replacement.

4. Working Groups

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

a) Built Environment & Heritage - Camilla

A number of issues have been raised and the proposals for the paper reworked. The next meeting is on Wednesday at 5pm, Andrew agreed to attend.

b) Climate Change - Gregory

The topic paper is at the later stages of drafting and the output of the consultation is being incorporated. The next meeting is Thursday at 6.30pm.

c) Economy - John

Paul has been struggling to find time to progress the topic paper.

20/04/21 – 03: Andrew to reach out to Paul to understand the status of the Economy topic paper

d) Health & Wellbeing - Tim

No update available.

e) Housing - Lisa

The topic paper has been started and another meeting is scheduled this week to progress.

A working group meeting was held with Andrew prior to the steering group and Andrew has clarified the positioning on the housing topic paper which will help greatly with drafting.

20/04/21 – 05: Lisa to draft a statement on the HNA for it to be published.

f) Landscape & Biodiversity – Camilla

19 issues identified but Andrew has reviewed and grouped into 5 themes/issues. The next meeting is Friday at 5pm. Andrew's involvement is deferred as the group should be able to resolve lots of the issues.

g) Transport & Travel - John

The topic paper is almost complete and being reviewed at the next meeting. Tom from Squires planning has reviewed and given his feedback.

5. Engagement

- Consultation survey results

Andrew mentioned that were a survey was commissioned in the appendix should be a mini report, such as how long the survey ran for, where it was advertised. These can be along the lines of the report for the vision and objectives survey. They won't be published as separate reports. These should include verbatim comments in full.

- Consultation Facebook post

A report on responses produced by Camilla was reviewed.

A lesson learnt from the process was that the three surveys should have been combined into one, however respondents may have got bored going through them all if not relevant.

6. Project Planner

Not discussed

7. Finance

The end of grant report needs to be completed for 2020/21 financial year.

Additional funds of £8k can be applied for.

20/04/21 – 06: Lisa to apply for a grant from Locality

20/04/21 – 07: Andrew to advise on costs for Southwater's Neighbourhood plan

8. AOB

None

Date of Next Meeting

7pm via Zoom on the following dates

- 6th, 18th May

The Parish Council is moved to 4th May it was agreed to change the date to 6th May at 6.30pm.

Meeting closed at 20:43