

Chartham Neighbourhood Plan Steering Group Meeting Minutes

Virtual Meeting

18th May 2021 at 7.00pm

Present:

Lisa Root
Camilla Swire
John Field
Tim Clark
Andrew Metcalfe (Squires Planning)

Absent:

Gregory Williams
Paul Coles
Teresa Curteis

Camilla agreed to chair the meeting.
Lisa agreed to take minutes.

1. Apologies

Apologies were received and accepted from Gregory Williams, Paul Coles and Tim Clark.

2. Minutes of Last Meeting

The minutes from the meetings on 20th April 2021 and 6th May were reviewed and all voted in favour that they were a true record of the meeting.

3. Working Groups

Andrew gave an update on the progress of topic papers Squires Planning are writing/reviewing. Climate change and Transport and Travel have been reviewed and handed back to the working groups for final tweaks and approval. Built Economy and Heritage is in progress and hopefully will be returned at the end of the week. Information has been received on Health and wellbeing. An early draft of the housing paper has been received and is being reviewed. Andrew to contact Tim when the Health and Wellbeing topic paper is started.

4. Engagement

Camilla shared a few options for a new banner on the Facebook page, it was agreed that all would be used in rotation every few weeks. Then it appears on people's timelines.

Topic papers can be published as they are finalised, we don't need to wait until all are completed. Each paper needs a disclaimer that they are produced by an independent group and no decisions have been made. Andrew to add to each paper.

18/05/21 – 01: Andrew to add a disclaimer to the front of each topic paper.

The timing of the next newsletter was discussed, and it was agreed that there wasn't enough content for another newsletter solely focused on the neighbourhood plan. However, once the topic papers are complete there would be. A small update can be placed in the parish council newsletter.

5. Neighbourhood Plan timeline

There are no meeting dates in the Gantt chart for the working groups.

18/05/21 – 02: Lisa to produce a quick guide on how to update the Gantt chart.

18/05/21 – 03: All to update the Gantt chart with working group meeting dates.

6. Project Planner

Discussed under item 5.

7. Finance

The application for additional grant funding from Locality is in progress.

8. AOB

None

Date of Next Meeting

It was agreed that meetings should continue on the 1st and 3rd Tuesday of the month at 7pm via Zoom. The next date would be 1st June but several members were not available, it was agreed to cancel that meeting to allow time to finalise the working papers, with the aim that at the meeting on 15th June the final version of the topic papers should be presented.

18/05/21 – 04: All to have the final version of their topic papers signed off by the working groups ready to be presented at the steering group meeting on 15th June.

Dates of future meetings:

- 15th June
- 6th and 20th July
- 3rd and 17th August
- 7th and 21st September

Meeting closed at 19:48