

## Chartham Neighbourhood Plan Steering Group Meeting Minutes

*Virtual Meeting*  
6<sup>th</sup> July 2021 at 7.00pm

### **Present:**

Lisa Root  
John Field  
Gregory Williams  
Tim Clark  
Andrew Metcalfe (Squires Planning)

### **Absent:**

Camilla Swire  
Paul Coles  
Teresa Curteis

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

### **1. Apologies**

Apologies received and accepted from Camilla Swire.

### **2. Minutes of Last Meeting**

The minutes from the meeting on 15<sup>th</sup> June were reviewed and all voted in favour that they were a true record of the meeting.

### **3. Working Groups**

#### a) Climate Change

The final paper was reviewed and all agreed that it could be published.

#### b) Transport & Travel

The final paper was reviewed and all agreed that it could be published.

#### c) Housing

Squires sent a draft to the working group on Friday 2<sup>nd</sup> July. This is being reviewed and comments will be submitted back to Squires.

#### d) Built Environment & Heritage

Comments on the draft topic paper were sent from Squires to the working group on 1<sup>st</sup> July and final edits awaited.

#### e) Landscape & Biodiversity

Minor edits to the paper were sent to Squires today from the working group.

#### f) Health & Wellbeing

Squires sent a draft paper on 30<sup>th</sup> June to the working group and steering group for comment. Gregory had reviewed part of it and spotted some typos.

**09/07/21 – 01:** Gregory to make changes in the draft paper with track changes.

**09/07/21 – 02:** Tim to liaise with Gregory to have collective thinking on the paper and develop the ideas.

#### g) Economy

Review of the paper has stalled, unclear on the progress made.

**09/07/21 – 03:** Lisa to find out from Paul progress of the Economy paper.

#### **4. Local Plan**

A brief discussion on the local plan consultation was held, mainly around the housing options. John commented that it wasn't a good time to plan major infrastructure changes as we come out of a pandemic. Time and space distribution of travel may change permanently as a result of changing behaviours. Tim mentioned the rural hierarchies and Chartham being highlighted as an area for development. Camilla has comments on CCC's local plan consultation, it is to be discussed at the next Parish Council meeting. Andrew stressed that any PC position should be written in a way to weave in the neighbourhood plan. Along the lines of:

The parish Council has decided to develop a neighbourhood plan to respond to pressures, take in to account local issues and take decisions locally. The group will be launching a call for sites and assess the level of housing we can accommodate.

#### **5. Engagement**

The completed topic papers can be published on Facebook and the website. It must be stressed that the papers aren't the view of the steering group but advisory to it.

The Chartham Fete is on Sunday 5<sup>th</sup> September from 12 to 6. The plan is to have a table to share topic papers and progress.

Andrew stressed that the topic papers need completing. Then we can draft the scope of the plan and consult on it.

Tim raised that the neighbourhood plan can have a slot at the parish assembly, likely to be held in October.

#### **6. Project Planner / Team Gantt**

Timelines still need updating with meeting dates.

#### **7. Finance**

The application for additional grant funding from Locality has been drafted and is with Paul for review.

#### **8. AOB**

Housing Needs Assessment

A draft announcement for the HNA was reviewed. Lisa raised that the announcement does not cover any detail on what the report states and was concerned that this could be viewed as not being open with information. A discussion was held and comments made that to summarise a large document is difficult as you lose context. Reading the full report is how you get to the recommendations and why they are appropriate. You can't do that from a short summary.

The group decided to go with the original announcement directing people to the report. Any responses from the community would need to be responded to swiftly, Andrew can support as required.

**09/07/21 – 04:** Andrew to publish the HNA on the website.

#### **Date of Next Meeting**

Camilla asked for an extraordinary meeting on 12/13<sup>th</sup> July. It was unclear what Camilla wanted to cover at the meeting.

**09/07/21 – 05:** Lisa to ask Camilla the purpose of the proposed extraordinary meeting.

Dates of future meetings:

- 20<sup>th</sup> July
- 3<sup>rd</sup> and 17<sup>th</sup> August
- 7<sup>th</sup> and 21<sup>st</sup> September

Meeting closed at 20:15