

Chartham Neighbourhood Plan Steering Group Meeting Minutes

Zoom

31st August 2021 at 7.00pm

Present:

Lisa Root
John Field
Gregory Williams
Paul Coles
Andrew Metcalfe (Squires Planning)
James Halls (Squires Planning)

Absent:

Camilla Swire
Tim Clark
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 10th August were reviewed and all voted in favour that they were a true record of the meeting.

3. Final Topic Paper Sign Off

James gave an update on the progress of the Landscape and Biodiversity paper. He has been working with Camilla and the final issue and conclusion are pending updates. It is expected to be complete this week.

4. SA/SEA Screening Opinion

Andrew advised that a screening request needs to be submitted to CCC and shared a request document. The only piece pending is the insertion of the scope of the plan which will be based on the consultation material.

All agreed to the document subject to the insertion of the scope of the plan and for it to be submitted to CCC.

5. Scoping Consultation

a. Consultation Document & Scope of Plan

The consultation document was discussed. Lisa asked whether it was appropriate to ask whether people agreed to the vision and objectives, given that they have been agreed. Andrew advised that it is better to ask now if people agree as they will be asked at statutory consultation and it is better to raise issues now than later in the process.

A few typos/corrections were flagged:

- Section 1.4 – the document was prepared by councillors and volunteers
- Question 6 – the wording isn't quite right as it is a bit negative.
- Question 27 – it says 'nest' rather than 'best'
- Section 3.4 – Link for the Housing topic paper missing
- Question 1 – apostrophe missing from plan's

20/08/31 – 01: Andrew/James to update the scope of the plan with the discussed corrections.

All agreed to the document and its publication subject to minor tweaks from Camilla's feedback and discussion in this meeting.

It was agreed that the survey monkey needs to collect information on the person filling it in in the same way as the vision and objectives survey, such as where in the parish they reside, their age bracket, etc.

20/08/31 – 02: Ellie/Andrew to add the demographic questions to the consultation survey.

b. Dates & Events

- i. Village Fete – Sunday 5th September
- ii. Annual Parish Assembly – Saturday 2nd October

c. Preparation

Attendance at the fete:

Lisa to set up Gazebo and table in the morning.

Gregory and Lisa to man the stand at the beginning. John and Paul to take over about 3pm.

d. Material

Materials needed were discussed.

- Master consultation document online
- Consultation questionnaire online
- Posters & flyer – Ellie to design
- Contact for hard copies of consultation – Lisa to be contact
- Hard copies of topic papers – Gregory to print
- Banners – Andrew to design and print (x4)
- Briefing for publication

20/08/31 – 03: Andrew/James to add final topic papers to the website.

20/08/31 – 04: Ellie to design poster and flyer for consultation.

20/08/31 – 05: Andrew/James to design banner for consultation.

20/08/31 – 06: Gregory to print hard copies of topic papers.

e. Advertising

Adverts to be placed in the following locations

- Shops - Posters
- Parish Magazine - Lisa
- Website
- Email to Subscribers and statutory consultees (e.g. CCC Planning Dept. Kent Stour Partnership, KCC Community Warden)
- Banners on village hall railings (Chartham and Chartham Hatch), St Augustines, A28
- Bus shelters - posters
- Facebook
- Briefing to KCC, CCC, PC councillors
- Press release to local paper and BBC radio Kent

20/08/31 – 07: Andrew/James to draft consultation briefing

20/08/31 – 08: All to identify local groups/organisation contacts to brief consultation to.

f. Response Collation

Parish Clerk to receive completed hard copies of consultation but steering group to do data entry of any forms.

6. Village Fete

a. Nomination of person to bear responsibility for fete

Lisa to set up the stall – Gazebo and table.

b. Organise Prosecco

Fete Licensee needs to agree to us handing out Prosecco to working group volunteers.

20/08/31 – 09: Lisa to contact Carol regarding permission to hand out Prosecco to volunteers.

20/08/31 – 10: Lisa to purchase Prosecco and glasses.

7. AOB

None

Date of Next Meeting

Dates of future meetings:

- 21st September at 7pm on Zoom

Meeting closed at 20:12