

Chartham Neighbourhood Plan Steering Group Meeting Minutes

Zoom

21st September 2021 at 7.00pm

Present:

Lisa Root
John Field
Gregory Williams
Paul Coles
Camilla Swire
Andrew Metcalfe (Squires Planning)

Absent:

Tim Clark
Teresa Curteis

Camilla agreed to chair the meeting.

Lisa agreed to take minutes.

1. Apologies

Apologies received and accepted from Tim Clark.

2. Minutes of Last Meeting

The minutes from the meeting on 31st August were reviewed and all those present at the meeting on 31st August voted in favour that they were a true record of the meeting.

3. SA/SEA Screening Option

Andrew confirmed that the SA/SEA Screening request had been submitted to CCC and Karen Britton had acknowledged receipt. A response has been requested by the end of the consultation, 10th October.

4. Scoping Consultation

a. Consultation Document & Scope of Plan

The consultation is live and forms updated following feedback, correcting the issue where only one option could be selected when the question allowed for more than one. This resulted in a brand new survey link which has been updated on the website. The first survey link was issued in the email briefing. The new link will be shared when a reminder is issued. The old survey does provide the link to the new survey.

All topic papers have been completed, the Landscape and biodiversity paper was loaded on 16th September.

b. Dates & Events

i. Village Fete – Sunday 5th September

The stall was successful at the fete, with lots of people spoken to and leaflets handed out. There was some confusion with people between the neighbourhood plan and the potential development on Shalmsford Street and the Canterbury District Local Plan consultation.

One visitor was from Petersfield and part of their neighbourhood plan group and mentioned that they included live/work accommodation and green fingers (green corridors in development).

Lessons learned:

- The location of the stall is important to maximise visits, the stall was opposite the shop, so anyone going to the shop would have walked past. For the parish assembly it would be good to site the stall in the entrance hall.
- Link to the website not individual survey monkey link in case of change

It was agreed that it would be good to address concerns in the lead up to the Parish Assembly, e.g. in Facebook posts.

2021/09/21 – 01: Lisa to issue reminder emails to the distribution list.

ii. Annual Parish Assembly – Saturday 2nd October

The parish assembly is at 2pm and a report of 5 mins or so is required. Camilla agreed to present the neighbourhood plan.

2021/09/21 – 02: Camilla to present the neighbourhood plan report at the Parish Assembly.

c. Material

Material prepared was reviewed. The naming convention on the website of the material was discussed and "Survey Monkey" added to the title of the survey link. The instruction page was discussed and the link to the response documentation removed as they could be accessed more cleanly from the links lower on the instruction page.

d. Advertising

Posters have been placed around the villages and in noticeboards. An advert should be going in the October edition of the parish magazine.

An email to subscribers and statutory consultees was sent.

Banners have been placed on Chartham Village Hall railings and on Downs road. Permission was refused from Chartham Hatch village hall and permission is to be sought from the shop owner on St. Augustine's.

2021/09/21 – 03: Lisa to seek permission to place a banner outside the shop in St Augustine's.

Draft Facebook posts were reviewed and all agreed they were ok to publish.

e. Results so far

The reach of Facebook posts were reviewed. Posts with a picture gained more engagement.

The first survey received 21 responses, 9 of which were not fully complete.

The second survey has received 29 responses, 16 of which were not fully complete.

2021/09/21 – 04: Lisa to send an email to those who hadn't finished the survey asking them to take the time to complete the survey.

f. Response Collation

An email has been received from a resident asking questions on the meeting held on 10th August. The minutes were reviewed and discussed and it was agreed there was an error in the minutes. Andrew facilitated the workshop part of the meeting rather than chairing the whole meeting; Camilla had done. It was also noted that it was not recorded whether the Topic Papers proposals met the vision and objectives of the plan. It was agreed that the minutes should be amended to reflect the corrections.

2021/09/21 – 05: Lisa to correct the minutes for the meeting held on 10th August and present to the next meeting for approval.

2021/09/21 – 06: Paul to draft a response to the resident's queries.

g. Draft Report

A draft report has started to be pulled together with locations of advertising being noted and recorded. All photos and locations of banners and posters need to be sent to Camilla for recording.

2021/09/21 – 07: Lisa and Gregory to send pictures of advertising to Camilla.

5. Project Planning

A discussion was held over whether the consultation should be extended by a week due to the late publication of the landscape and biodiversity topic paper. The paper was published on 16th September so consideration was to allow 4 weeks for review of the topic paper. Lisa felt that an additional week may not result in additional effort in advertising but delay the report. Gregory felt that it should be extended to allow additional time for responses. The general consensus was to extend by an extra week to 17th October as it would not delay production significantly and an extension was agreed.

6. Membership

Teresa Curteis has not attended a meeting for several months and it was discussed whether she should be removed from the membership of the steering group. Camilla agreed to get in touch with her to see if she had more time available to be part of the group.

2021/09/21 – 08: Camilla to contact Teresa to understand if she had time to reengage with the steering group.

7. AOB

None

Date of Next Meeting

Dates of future meetings:

- 5th and 26th October, 7pm

Paul and Andrew send apologies for 5th October, Andrew will see if James can join the meeting in his absence.

Meeting closed at 20:28