

**Minutes of Faversham Neighbourhood Plan Steering Group
held on Monday 3rd February 2020**

Present:

Kris Barker
 Claire Belsom
 John Irwin (Chair)
 Harold Goodwin
 Alison Reynolds
 Geoff Wade (Vice Chair)

In attendance: Adrienne Begent (Deputy Town Clerk)

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| 1. | <u>Apologies for absence</u> No apologies were recorded. | |
| 2. | <u>Minutes of previous meeting and matters arising</u> The minutes of the meeting held on 6 th January 2020 were approved. <i>Item 4.0:</i> The Technical Committee has asked a representative from Sheldwich Parish Council to join them. In return the Technical Committee could share evidence which may enable the SPC to complete its own Neighbourhood Plan. ACTION: The Town Council Newsletter to be sent to Clerks of Neighbouring Parish Councils on publication. ACTION: Date to be set for follow up meeting with Neighbouring Parishes in April. <i>Item 5.0:</i> ACTION: Dan Corcoran to be briefed on evidence gathering from young people. Due to forthcoming holidays it was agreed this needs to be done promptly. Could be undertaken for another purpose such as community engagement and findings shared as part of NHP evidence. ACTION: Sharepoint to be set up to share documents. <i>Item 5.1:</i> Swale Borough Council has not shared data collected as part of the Local Plan process. ACTION: Cllr Ben J Martin to be asked again. <i>Item 5.2:</i> HG reported that The Community Land Trust had been informed of two datasets; Local Insight and Parish online which may useful. ACTION: Cost of registering to be investigated. The CLT will undertake the Housing Needs Assessment and share its finding with this group. ACTION: Draft survey to shared for feedback. | AB AB HG KB JI AB HG |
| 3. | <u>Terms of Reference for the NHP Steering Group</u> The draft Terms of Reference were approved with small amendments. ACTION: The Terms of Reference will be circulated with agenda for next meeting, | AB |
| 4. | <u>Formal Notification to Swale Borough Council</u> Regrettably the meeting with James Freeman (Head of Planning) that was due to take place earlier in the day had been postponed. It was considered that it would be beneficial for this meeting to take place before the formal notification to Swale Borough Council is submitted. | |

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| | <p>James Freeman had asked for information to be submitted in advance of the meeting now scheduled 17th February.</p> <p>ACTION: Detailed response to be sent to JF.</p> <p>It was proposed that JF would be asked for the meaningful data collected as part of the local plan processes to be shared.</p> <p>ACTION: List of data we believe held to be compiled.</p> | <p>JI/KB</p> <p>HG</p> |
| 5. | <p><u>Professional Support</u></p> <p>The Meeting received a proposal from Urban Vision Enterprise CIC for professional Planning Support for the Neighbourhood Plan. The Group concluded that some headings needed more support.</p> <p>Post meeting a revised proposal was received totalling £9,225.00 +VAT</p> <p>The NHP Steering Group RECOMMENDS that Faversham Town Council approves this expenditure.</p> | |
| 6. | <p><u>Update of Funding</u></p> <p>Locality Website has not been updated for expenditure in the financial year 2020-21.</p> <p>ACTION: Site to be monitored for updates.</p> | AB |
| 7. | <p><u>AOB.</u></p> <p>The Deputy Town Clerk asked if minutes from the Standing Group should be put on the website and was informed not.</p> <p>Further it was suggested the minutes should be approved by the Group before being presented to Full Council.</p> | |