

**Minutes of Faversham Neighbourhood Plan Steering Group
held on virtually on Wednesday 29th April 2020**

Present:

Kris Barker
Harold Goodwin
Antony Hook
John Irwin (Chair)
Hannah Perkin
Alison Reynolds
Geoff Wade (Vice Chair)

In attendance: Adrienne Begent (Deputy Town Clerk)

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> It was noted that the Area Designation Request had been posted to Swale Borough Council on 19/02/20 (followed by emails on 01/04/20 and 21/04/20). Notification that the consultation process had started had not been received. The Group agreed to proceed with the Neighbourhood Plan without agreement of the Area Designation. ACTION: James Freeman to be informed of this decision.	KB
3.	<u>Grant and Technical Support Funding</u> AB updated the Group on the process and timescale for applying for funding from Locality. It was noted that this would be for expenditure up to 31 st March 2021. It was agreed that an application should be submitted for upcoming expenditure. ACTION: Conference Call with H. Barter, AB, JI ACTION: Expression of Interest 15 th May ACTION: Full application 29 th May	JI AB/JI AB/JI
4.	<u>Technical Group Update</u> HG confirmed that the deadline for the evidence base submission was 6 th May and that they were starting to be submitted in draft form. It was acknowledged that further work may be required from this group. A joint Steering and Technical Group meeting was scheduled for 12 th May, when it was hoped that the two groups would start working together. The Technical Group with their individual areas of expertise will be important in the Communication Strategy.	
5.	<u>Phase 1 Communication Strategy</u> The draft Phase 1 Communication Plan was received which outlines methods and timings for this phase. It was agreed that the 1 st phase should cover general ideas: ● What are the important issues	

	<p>● What do residents want</p> <p>The message that change is inevitable and that further housing will be built needs to be made, along with the importance of Faversham having a NHP in place to influence the way the town develops.</p> <p>ACTION: Steering Group to send written feedback on Communication Strategy to JI as matter of urgency.</p> <p>The importance of a strong infographic to be used in communications illustrating how housing numbers are fed from Central Government to SBC to Faversham was agreed. It was hoped a volunteer could be recruited to produce it.</p> <p>ACTION: Draft infographic to be created</p> <p>It was acknowledged that more help would be needed in the NHP process, with volunteers bringing specific needed skills.</p> <p>ACTION: Job Descriptions to be created</p> <p>As part of the Communication Strategy strong key messages to be used in all communications to produce a coherent message are required.</p> <p>ACTION: 100 and 500 word messages to be drafted and sent to Council for approval.</p> <p>The Phase 1 GANTT chart was introduced. As the county was presently in Lockdown because of Covid 19 it was agreed that some dates would unfortunately need revising as the situation evolved.</p> <p>Some tasks had been assigned, but for the NHP to be completed more people would need to take ownership of tasks.</p> <p>Both existing and new members would play a vital role.</p>	<p>All</p> <p>KB</p> <p>KB</p> <p>KB</p>
6.	<p><u>Proposal for NHP Website</u></p> <p>KB shared the mock up pages that he had created for the Town Council website.</p> <p>ACTION: Evidence base section to be added to plan for website</p>	KB
7.	<p><u>Next Steps Housing Needs Assessment</u></p> <p>HG confirmed that SBC would fund the Housing Needs Assessment for the CLT. The assessment would take 10 weeks to complete after being commissioned, so expected to be completed within 12 weeks.</p> <p>Arc4 will be completing the assessment, a respected organisation which will add weight and robustness to findings.</p>	
8.	<p><u>Governance of NHP Communications</u></p> <p>As the Steering Group expands strong governance regarding communication will be needed. High level messages will be set by this group.</p> <p>ACTION: To ask Town Council for devolved authority to create these messages.</p>	JI
9.	<p><u>FTC Newsletter</u></p> <p>The Neighbourhood Plan would feature in the next newsletter.</p> <p>ACTION: Key messages to be included to be sent to JI by next day</p>	All
10.	<p><u>Value and Principles</u></p> <p>An interesting list of values and principles had been created using an online tool. It was agreed that more votes would add strength to the findings.</p> <p>ACTION: List to be recirculated, asking people to vote</p>	JI

11.	<u>Future Dates and Meetings</u> It was noted that Town Council had agreed its calendar the forthcoming Civic Year. The NHP Steering Group would meet at 7pm on 3 rd Monday of the Month. Minutes from meetings would be circulated to Full Council for their next meeting (1 st Monday of the month)	
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