

**Minutes of Faversham Neighbourhood Plan Steering Group  
held on virtually on Monday 15<sup>th</sup> June 2020**

Present:

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

In attendance: Adrienne Begent (Deputy Town Clerk)

1.	<p><u>Election of Chairman and Vice Chairman</u> Cllr J Irwin was nominated to be Chair of the Steering Group by Mr G Wade for the Civic Year 2020-21. This was seconded by Cllr A Reynolds and following a unanimous vote he was elected. Mr G Wade was nominated to be Vice Chair of the Steering Group by Cllr K Barker for the Civic Year 2020-21. This was seconded by Cllr A Reynolds and following a unanimous vote he was elected.</p>	
2.	<p><u>Apologies for absence</u> There were no apologies for absence.</p>	
3.	<p><u>Minutes of Previous Meeting and matters arising</u> The minutes of the meeting held on 21<sup>st</sup> May 2020 were approved.</p>	
4.	<p><u>Discussion on Matters Arising from Minutes of 21<sup>st</sup> May 2020</u> Minute 4 (Local Plan Meeting SBC): JI reported that a useful meeting had been held with Urban Vision discussing Site Appraisal. Following this a draft document had been created to be disused later in the meeting. The meeting discussed who should take the lead on competing the site appraisals and the consensus was that Ward Cllrs should, to ensure consistency and ownership. It was acknowledged that St. Ann's and Priory Ward may need to join forces for this exercise. It was noted that site appraisals would have already been completed which could be used as a starting point. It was considered that Cllrs that are not on the SG are still not fully engaged with the NHP process and that the situation needed rectifying before the site appraisals. Those Cllrs who are also Borough Cllrs had ongoing concerns about predetermination. It was agreed that members needed to be kept informed about the creation of a NHP, which could help the Council meet many of its objectives for example 20's plenty and Trees &amp; Greening, which other members may not appreciate. <b>ACTION:</b> Urban Vision to be asked for written clarification on Borough Cllr involvement. <b>ACTION:</b> SG to brief Cllrs on the NHP progress to date. This should be organised for week commencing 22<sup>nd</sup> June.</p>	<p>AB JI/GW</p>

	<p>HG reported that the Faversham Society had started completing its site appraisal of the SLA sites. An ambitious timetable is in place to complete one a week.</p> <p>It was noted that a virtual meeting with Sheldwich PC had not taken place. Further it was agreed that a meeting with Ospringe PC should be arranged.</p> <p><b>ACTION:</b> Email to be sent to Bill Harbour (HG copied in)</p> <p><b>ACTION:</b> Contact to be made with Clark and Chair (Andrew Keel) of Ospringe PC.</p> <p>Minute 5 (Grant &amp; Technical Support Funding):</p> <p>It was reported that the grant application to Locality had been assessed. A grant of £4,750 had been awarded to cover 2 days initial plan preparation (£1,050), 4 days for evidence base and options (£2,100) and publicity and printing costs (£1,600). Some costs applied for had been reduced but a further application could be made in the future.</p> <p>The application for Technical Support (Design Codes) had been refused because the area designation had still not been agreed by SBC, despite the initial application being submitted in February. A positive meeting had been held with ACON prior to receiving this news and it had been indicated that the SG would benefit from technical support on Master Planning.</p> <p><b>ACTION:</b> Meeting to be called with James Freeman within next two weeks to discuss delay in area designation.</p> <p>At the meeting on 17/02/20 with SBC held prior to the area designation submission it had been agreed that relevant documents gathered as part of the local plan process would be shared with the SG. These had not been forthcoming.</p> <p><b>ACTION:</b> SBC to be reminded that the documents are outstanding.</p> <p>Minute 6 (Housing Needs):</p> <p>HG confirmed that the Housing Needs Assessment was shortly to be distributed by the CLT.</p> <p>Minute 7 (Implementation of Communication Plan):</p> <p>Jl reported that someone to provide social media support had been identified. A meeting was scheduled for 17/06/20 to discuss the groups needs. This would be followed by creation of a formal proposal.</p> <p>KB reported that 20's plenty is exploring using Commonplace to forward their project.</p> <p><b>ACTION:</b> Commonplace and the potential of joint working with 20's plenty to be investigated.</p>	<p>KB AB</p> <p>KB</p> <p>HP</p> <p>KB</p>
5.	<p><u>Site Appraisal Document</u></p> <p>The site appraisal document had been distributed prior to the meeting. This had been drafted following the meeting with Urban Vision, when it had been recommended to remove the scoring system. A final RAG will be determined at the end of the process.</p> <p>It was agreed that members should forward any comments ASAP before the form is sent to Urban Vision for final comment.</p> <p><b>ACTION:</b> Send site appraisal document to UV week commencing 22<sup>nd</sup> June.</p> <p>AH requested that explanatory notes are provided with the site appraisal form.</p> <p>HG informed the meeting that contrary to earlier thought SBC was identifying sites for employment and other opportunities.</p> <p><b>ACTION:</b> SBC Landscaping document to be shared.</p>	<p>AB</p> <p>HG</p>

6.	<p><u>Development and Maintenance of the NHP Draft Plan</u></p> <p>A strong evidence base had been created, and some policy was starting to emerge for some headings.</p> <p>It was agreed that work should be undertaken to start listing policy themes. It was noted that some policy will be overlapping such as wellbeing of the community which would include health, sports, young people, transport and open spaces for example.</p> <p><b>ACTION:</b> Work to commence on policy themes.</p> <p><b>ACTION:</b> Urban Vision plan template to be sent to AB.</p>	AB JI
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