

**Minutes of Faversham Neighbourhood Plan Steering Group
held on Monday 6th January 2020**

Present:

Kris Barker
 Claire Belsom
 John Irwin
 Harold Goodwin
 Alison Reynolds
 Geoff Wade

In attendance: Adrienne Begent (Deputy Town Clerk)

1.	<u>Apologies for absence</u> No apologies were recorded.	
2.	<u>Election of Chairman and Vice-Chairman</u> It was proposed by Geoff Wade and seconded by Harold Goodwin that John Irwin should be elected as Chairman of the Steering Group. The vote was unanimous. It was proposed by Claire Belsom and seconded by Alison Reynolds that Geoff Wade should be elected as Vice-Chairman of the Steering Group. The vote was unanimous.	
3.	<u>Terms of Reference for the NHP Steering Group</u> The draft Terms of Reference were considered and amendments suggested. ACTION: The revised Terms of Reference will be circulated by email for approval by the Steering Group.	AB
4.	<u>Area for Faversham Neighbourhood Plan</u> The area for the Neighbourhood Plan was discussed. It was agreed that the Neighbourhood Plan Area is the Town and Port of Faversham to the boundary of the four wards, including the area covered by the Creek Neighbourhood Plan. The Steering Group will seek to work with the neighbouring Parishes.	
5.	<u>Technical Committee Report</u> It was reported that the Technical Committee is in place with leaders for Health & Community, Water & Sewage, Economic Development & Tourism, Natural Heritage, Housing, Transport & Air Pollution, Creek Regeneration, Education, Youth and Sports Leisure & Recreation. The first drafts of the evidence reports will be completed by the end of February and the reports finalised by Easter 2020. How information would be shared between the Steering Group and Technical Committee was discussed. ACTION: Dropbox account to be set up	AB
5.1	It was noted that Swale Borough Council has collected data as part of the Local Plan process that would be beneficial for the evidence reports. ACTION: John Irwin to ask Cllr Ben J Martin to ask Officers at Swale Borough Council to share all relevant information with the Steering Group/Technical Committee. It was noted that a Housing Needs Assessment will need to be completed for the Neighbourhood Plan. One is also required by Swale Borough	JI

5.2	<p>Council for their Local Plan and the Community Land Trust (CLT). It would be sensible if only one was completed to serve the three purposes.</p> <p>ACTION: Town Clerk on behalf of the CLT to approach Swale Borough Council to enquire if they would be in agreement to commissioning a joint Housing Needs Assessment. It is possible that this could be funded through Locality and this should be explored.</p>	Town Clerk
5.3	<p>The evidence base for Economic Development and Tourism was briefly discussed and the implications for the Economic Development Officers workload.</p> <p>ACTION: Kris Baker to discuss directly with the EDO</p>	KB
6.	<p><u>Timeline for the Neighbourhood Plan</u></p> <p>The Group discussed the timeline that Kris Barker had drafted and suggestions were made.</p> <p>ACTION: Kris Barker to circulate the revised timeline the Steering Group members.</p>	KB
7.	<p><u>Grant Applications:</u></p> <p>The Deputy Town Clerk reported that details for grants for the next financial year had yet to be announced by Locality, an announcement is expected in February. Other funding sources would be explored.</p>	
8.	<p><u>Character, Quality & Design Seminar</u></p> <p>It was agreed that Kris Barker, Alison Reynolds, Geoff Wade and the Deputy Town Clerk would attend this Seminar on Thursday 27th February.</p> <p>ACTION: Deputy Town Clerk to register attendees.</p>	AB