

**Minutes of Faversham Neighbourhood Plan Steering Group
held on virtually on Thursday 21st May 2020**

Present:

Kris Barker
Harold Goodwin
John Irwin (Chair)
Hannah Perkin
Alison Reynolds

In attendance: Adrienne Begent (Deputy Town Clerk)

1.	<u>Election of Chairman and Vice Chairman</u> As the present Vice Chairman was not present the election of Chairman and Vice Chairman for the Civic Year 2020-21 was postponed until the next meeting.	
2.	<u>Apologies for absence</u> Apologies were received from A Hook and G Wade.	
3.	<u>Minutes of Previous Meeting and matters arising</u> The minutes of the meeting held on 29 th April 2020 were approved.	
4.	<u>Update on Local Plan Meeting by SBC</u> KB and HG reported that they had attended the virtual meeting held by SBC discussing SLA sites. SBC had undertaken some site appraisal's but it would be necessary for this group to undertake site appraisal independently. It was agreed that site appraisal should be made a priority for this group, including sites outside Faversham boundary, but which would have serious implications. For the site appraisal to be consistent across the sites a clear list of criteria would be needed. ACTION: Site Appraisal criteria document to be drafted ACTION: Talks to be arranged with Sheldwich Parish Council	HG HG
5.	<u>Update on Grant and Technical Support Funding</u> AB confirmed that the expression of interest for a grant from Locality had been made. It was anticipated that application would be submitted by the end of May.	
6.	<u>Update on Housing Needs Assessment</u> HG informed that group that SBC had provided the postal addresses for the housing needs assessment. It would be sent out imminently with a return date of the end of June. It was anticipated that the analysis would be completed by the middle of July. KB raised concerns that FTC, SBC and other Civic Groups would be undertaking 6 surveys between them in the foreseeable future (including	

	<p>NHP, CLT and 20's plenty consultations). FTC needs to be mindful of questionnaire fatigue.</p> <p>HG confirmed the HNA had been carefully designed to fit 3 needs for this and economic reasons.</p> <p>ACTION: Other methods of data collection which are equally valued to be discussed with Hannah Barter</p> <p>HP commented that SBC had agreed that the residency criteria in the borough for housing was to be reduced from 4 years to 2, which will affect housing needs.</p>	Jl
7.	<p><u>Implementing the Communication Plan</u></p> <p>AB had set up the NHP pages on FTC website as per KB's plan. KB shared the opinion that the website is basic and outdated, concerns that would need to be raised with the Town Clerk.</p> <p>Webpage and Social Media will be instrumental to the success of the plan.</p> <p>Jl commented that if needed a budget would be made available for social media, which was considered specialised. It was possible that AH would be able to suggest suitable people.</p> <p>ACTION: Jl to ask AH for suggestions.</p> <p>HP added that a successful Social Media campaigns needed clear Top Lines – the three top messages</p> <p>ACTION: Top Lines suggestions to be brought to the next meeting</p> <p>Other possible methods of engaging with the community noted included Town Council Newsletter, Faversham So Society Newsletter, the Faversham Times and the Faversham Eye.</p> <p>Engagement with the local business during COVID 19 was briefly explored, including the sensitivity of undertaking the survey.</p> <p>ACTION: Ask Hannah Barter for advice on how best to proceed.</p>	Jl HP Jl
8.	<p><u>Work Programme and Governance of NHP Delivery</u></p> <p>HG commented that the Town Council should decide what residents are consulted on.</p> <p>Policy should clearly evolve from public engagement.</p> <p>To be cohesive, need a plan of action that everyone is working towards.</p> <p>KB reiterated that the Communication Plan is just for Phase 1.</p> <p>Jl questioned how we get from the evidence base to deciding what questions will be asked in public consultation,</p> <p>HG stated that there were gaps in the evidence base that needed filling. Advice should be sought from Hannah Barter.</p> <p>ACTION: Conference call to be booked with HB to discuss points above which should be fed back into the next meeting.</p>	KB/Jl
9.	<p><u>Development and Maintenance of NHP Draft Plan</u></p> <p>Deferred to next meeting</p>	
10.	<p><u>S106 & Faversham in relation to the villages</u></p> <p>HG commented that S106 agreements should be made a Town Council not Borough Council level.</p> <p>This is a pressing subject with wider implications which would need to be revisited.</p>	