Minutes of Faversham Neighbourhood Plan Steering Group held on virtually on Monday 21st June 2021

Present:

Kris Barker, Harold Goodwin, John Irwin (SG Chair), Hannah Perkin, Alison Reynolds and Geoff Wade (SG Vice Chair)

In attendance: Adrienne Begent

1.	Election of Chairman and Vice Chairman Cllr J Irwin was nominated to be Chair of the Steering Group by Mr G Wade for the Civic Year 2021-22. This was seconded by Mr H Goodwin and following a unanimous vote he was elected. Mr G Wade was nominated to be Vice Chair of the Steering Group by Mr H Goodwin for the Civic Year 2021-22. This was seconded by Cllr K Barker and following a unanimous vote he was elected.	
2.	Apologies for absence Apologies were received from A Hook.	
3	Declarations of interest There were no declarations of interest.	
4.	Terms of Reference It was proposed by Mr G Wade, seconded by Cllr K Barker and on being put to the meeting it was agreed to accept the Terms of Reference for the Civic Year 2021-22.	
5.	Minutes of 18 th May The Minutes of the meeting held on 27 th April 2021 were approved as an accurate record.	
6.	Discussion on Matters Arising from Minutes of 18 th May 2021 Minute 5: The Chairman confirmed that the Town Council Members Briefing had been held on 8 th June. It had been well received and since the meeting the Chair has shared documents on request. Minute 6: Urban Vision had been asked to write a policy on protecting amenity spaces in existing estates.	
	ACTION: Urban Vision to be chased for policy	JI

7.	Summer Exhibition	
	A discussion was held on the benefits of holding a summer exhibition. There is a significant amount of material on LGS, Site Allocation, Views and Polices which it would be useful to share.	
	With policies it may be preferable to highlight 2 or 3 polices and "tell a story" for each; This is what we asked – This is what you told us – This is what we have done (the policy). The Town Plan 'wish list' for non planning could also be shown.	
	The emphasis of the exhibition would be education not consultation. But it could be an opportunity to get public opinion/support on the views and LGS.	
	It was agreed that the Town Hall should be booked for the weekends 29^{th} - 31^{st} July and 5^{th} – 7^{th} August. A Councillor Briefing Session should be held on Thursday 29^{th} July at 7.30pm.	
	ACTION: Save the date be sent to Councillors	AB
	ACTION: Planning Meeting for Exhibition to organised	AB
8.	Update on Site Allocation	
	AECOM have completed their site assessments on the sites that remained from the SBC SHLAA exercise and the NHP call for sites. They have completed their RAG ratings for the sites.	
	Urban Vision have also completed initial RAG ratings for the SG. Sites which have Planning Application, or are allocated in Local Plan or Emerging Local are automatically rated Red, as whilst they may be viable for development they will not be counted in the 200 units that the NHP is responsible for.	
	The next step would is for the SG to check and amended the forms with local knowledge in the next six weeks. It was agreed that everyone should check all rather then sharing them out. The input form Mathew Hatchwell and Ray Harrison would be invaluable.	
	ACTION: Google Drive to be set up. Forms to be uploaded to for members to comment on.	AB
	ACTION: Landowners/agents to be updated on (their) submissions.	JI??
	It was noted that Historic England would need to be consulted on the	
	sites. ACTION: Confirmation of appropriate time to be confirmed with Ray Harrison	КВ
9.	Update on Local Green Spaces	

	Members of the Steering Group and Mathew Hatchwell had visited the Local Green Spaces nominated sites on 22 nd May. The reports have been written. ACTION : Forms to be checked	КВ
10.	Update on Policy Drafting	
	KB confirmed he has two sets of comments on policies that need consolidating. He has met with Ray Harrison and will meet again to finalise his input.	
	The consolidated list will be finalised for the end of week. It will then be shared for final comments	
	ACTION: Comments received from Trevor Payne (Faversham Footpaths) to be added	KB/JI
	At some point all the elements of the plan will need to be drawn together so it reads well and also introductions will be needed.	
	ACTION : Urban Vision to be asked for advice on how to set up a template for the plan.	GW
11.	AOB	
	It was considered that more frequent meetings with SBC planners maybe needed as the plan progress. Though it maybe beneficial for them to be planned around the timetable rather than a set date.	
	ACTION: Dates to be set	KB