

**Minutes of Faversham Neighbourhood Plan Steering Group  
Hybrid Meeting held on Monday 24<sup>th</sup> October**

**Present:** Kris Barker, John Irwin (Chair), and Alison Reynolds

**Virtual:** Hannah Barter (Urban Vision), Harold Goodwin, Daniel Purchase (Breakthrough Communications)

**In attendance:** Adrienne Begent (Deputy Town Clerk)

1.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from A Hook, H Perkin and G Wade</p>	
2.	<p><u>Declarations of interest</u></p> <p>There were no declarations of interest.</p>	
3.	<p><u>Minutes of Previous Meeting</u></p> <p>The Minutes of the meeting held on 24<sup>th</sup> October were approved as an accurate record. They were proposed by Cllr J Irwin and seconded by Cllr K Barker.</p>	
4.	<p><u>Matters Arising</u></p> <p>Minute 5 (Grant Applications) – The summary of grants and technical support packages was noted.          Minute 6 (HRA and SEA) – It was noted that the HRA report had been received. HB confirmed that following the feedback some policy amendments will be made, but no sites will be removed. The SEA Scoping Report had been received, a meeting with ACECOM representatives was scheduled for the following day.          Minute 8 (Critical Junctions) – Work in progress          Minute 9 (Site Selection Evidence) – Work in progress.</p>	
5.	<p><u>Regulation 14</u></p> <p>A discussion was held concerning Regulation 14. The input from Hannah Barter and Danial Purchase was invaluable.</p> <p>The following timetable was agreed.</p> <ol style="list-style-type: none"> <li>1. Regulation Documents to be reviewed by the NHP SG at its meeting on 28<sup>th</sup> November.</li> <li>2. The Plan and Regulation Documents to be approved by Town Council at its meeting on 12<sup>th</sup> December</li> </ol>	

3. Regulation 14 to run Tuesday 3<sup>rd</sup> January to Tuesday 14<sup>th</sup> February 2023 (six weeks)

The purpose of Regulation 14 is “To bring the plan to the attention of everyone who lives and works in Faversham”. This is a formal process and will need to demonstrate that the process has been carried out.

The Following campaign was agreed:

- 1) Reg 14 response form (survey (digital and printable))
- 2) Posters – to be displayed in Town Hall window, and Town Council noticeboard, and around town (including), doctors surgeries, the library, WFCC, Post Office, cafes and chip shops, and retail outlets (including Tesco, Morrisons and Sainsburys)
- 3) Hard copies of plan to be available at the Town Hall, Library, WFCC, Jubilee Centre and Church’s *This will need to be advertised*
- 4) Plan to be available from the Town Council website and promoted through social media channels.
- 5) Virtual Engagement Event – Presentation, FAQ and open questions format, (on Zoom and recorded for sharing) to be held on Thursday 19<sup>th</sup> January 2023 at 7.30pm (45mins) KB, DP, AB *This will need to be advertised (leaflet)*
- 6) Pop Up Engagement Events (two hours)
  - a. Faversham Town Hall – Sat 7<sup>th</sup> January
  - b. West Faversham Community Centre – Sat 21<sup>st</sup> January
  - c. Jubilee Centre – Sat 4<sup>th</sup> February
- 7) Pop up banners – (for pop up events and for display at the Town Hall)
- 8) Geo-location social media advertisement
- 9) Leaflet – Town wide distribution (key message, virtual event, pop up events, location of plan etc.)
- 10) Email to landowners of LGS and development sites going forward
- 11) Email/letters to Statutory Consultees