

**Minutes of Faversham Neighbourhood Plan Steering Group
Hybrid Meeting held on Monday 5th December**

Present: Kris Barker, Harold Goodwin and Alison Reynolds

In attendance: Adrienne Begent (Deputy Town Clerk)

1.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from A Hook, J Irwin 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 28th November were approved as an accurate record. They were proposed by Cllr K Barker and seconded by Cllr J Irwin.</p>	
4.	<p><u>Regulation 14 – Faversham Neighbourhood Plan</u></p> <p>It was proposed by Cllr K Barker, seconded by Cllr A Reynolds and on being put to the meeting it was RECOMMENDED that Faversham Neighbourhood Plan is submitted to Swale Borough Council for Regulation 14 Consultation (January 3rd to 14th February 2023).</p>	
5.	<p><u>Regulation 14 – Promotional Documents</u></p> <p>Members received the promotional Documents from Breakthrough Communications. It was proposed by Cllr K Barker, seconded by Cllr Reynolds and on being put to the meeting it was RECOMMENDED that the designs were accepted.</p> <p>Members received the quote from Park Communications Ltd to print 11,533 leaflets and deliver to Royal Mail Rochester at a cost of £655.00. It was proposed by Cllr K Barker, Seconded by Cllr A Reynolds and on being put to the meeting it was RECOMMEDED to proceed with placing an order.</p> <p>Members received the quote from Royal Mail to deliver the Regulation 14 leaflet to 11,533 households at a cost of £760+ VAT. It was proposed by Cllr K Barker, seconded by Cllr A Reynolds and on being put to the meeting it was RECOMMENDED to proceed with engaging Royal Mail to deliver the leaflet.</p>	

