

**Minutes of Faversham Neighbourhood Plan Steering Group  
Hybrid Meeting held on Monday 23<sup>rd</sup> September 2024**

**Present:** Kris Barker, Peter Cook, Charles Gibson, H Goodwin, Hannah Perkin (Chair), and Josh Rowlands

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

1.	<p><u>Apologies</u></p> <p>Apologies were received from Mr J Irwin and Cllr J Saunders</p>	
2.	<p><u>Declarations of Interest</u></p> <p>None</p>	
3.	<p><u>Minutes of Previous Meeting</u></p> <p>The minutes of the meeting held on 22<sup>nd</sup> July were approved as an accurate record. They were proposed by Cllr C Gibson and seconded by Cllr J Rowlands. (The minutes had previously been presented to Town Council on 12<sup>th</sup> August).</p>	
4.	<p><u>Faversham Neighbourhood Plan Referendum</u></p> <p>The referendum version of the plan had now been received. Once the date of the referendum is announced and SBC upload the plan to their website it will be shared on the Town Council's website. There was early indication that referendum would be in November.</p>	
5.	<p><u>Referendum Communications</u></p> <p>Members received the draft text for the Referendum Communications. The Chair thanked Mr K Barker and Mr J Irwin for creating the document.</p> <p><b>ACTION</b> – References for sites and policies to be checked. Page numbers from the plan to be entered onto text.</p> <p><b>ACTION</b> – Urban Vision to be asked to fact check</p> <p><b>ACTION</b> – Urban Vision to be asked if NPPF references are correct</p>	<p>KB</p> <p>AB</p> <p>HP</p>

6.	<p><u>Faversham Future</u></p> <p>Mr H Goodwin informed the meeting that Faversham Future had met. They will create a video that can be played at exhibition.</p>	
7.	<p><u>Exhibition</u></p> <p>Boards forming the exhibition</p> <ol style="list-style-type: none"> <li>1) Introduction and time line,</li> <li>2) Sites</li> <li>3) Green Spaces</li> <li>4) Active Travel</li> <li>5) Environment</li> <li>6) Heritage Creek and Maritime Gateway</li> <li>7) Policies</li> <li>8) Consultation</li> </ol>	<p>HP/KB HP/AB AB HP HP HG HP/AB HP/AB</p>
8.	<p><u>Printing</u></p> <p>The SG had previously discussed a mail drop of a A3 leaflet focussed on the referendum. The DTC informed the meeting that presuming the referendum is in November, it is highly probable that this would coincide with the mail out of the town council newsletter. Further the Town Clerk had confirmed that the front page and four internal pages in the autumn newsletter could be made available to the NHP. It was agreed that a separate leaflet would not be necessary and a waste of public funds.</p> <p>Members received four quotes to print either 100 or 250 copies of the plan. It was proposed by Mr H Goodwin, seconded by Cllr J Rowlands and on being put to the meeting it was <b>RECOMMENDED to engage Company B to print 200 copies.</b></p> <p>One anticipated cost would be A5 leaflet (100), detailing consultation events with QR to the plan online.</p>	
9.	<p><u>Referendum Costs</u></p> <p>It was proposed by Cllr H Perkin, seconded by Cllr J Rowlands and on being put to the meeting it was <b>RECOMMENDED that Officers should have delegated power to spend up to £2000 to spend on referendum costs.</b></p> <p>One anticipated cost would be A5 leaflet (100), detailing consultation events with QR to the plan online.</p>	

10.0	<p><u>The Referendum</u></p> <p>It is anticipated that there will be a polling station in each ward for the referendum.  Questions concerning the requirements of photo ID was raised.</p> <p><b>ACTION</b> – Democratic Services to be asked</p> <p>Cllr J Rowlands declared a DNPI</p> <p>Venues for the pop up events were discussed</p> <p>Abbey – Recreation Ground  St. Anne’s - WFCC  Priory – Davington Church  Watling – Macknade and St. catherines Church</p> <p>Community stall Saturday before Referendum</p>	
8.	<p><u>End of Meeting</u></p> <p>The meeting ended at 20.15</p>	

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