

# Fawkham Neighbourhood Plan Steering Group

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## Minutes of the Second Meeting held 7th APRIL 2021

Attendees: Laura Evans (Chair), Alun Evans, Laura Marchant, Lawrence Moss.

1. Apologies for absence

Estelle Thompson and Kirsty Patterson

2. Members of the public: introductions

None

3. Declarations of interest relating to items on the agenda from Steering Group members and members of the public

None

4. GDPR Policy - discussion and adoption

L.Evans gave a summary of the overall Privacy Policy Notice for the NP and secondly the specific privacy for Fawkham Nature Spotters. Two policies are required as they are based on different legal basis. The overall NP Privacy Policy is based on exercising a public task whilst the specific privacy policy is based on the purpose of legitimate interest.

**Action points:**

**- Clerk to put today's date on both policies and put both on the N Plan page of Fawkham PC website by 14th May.**

**- The specific Fawkham Nature Spotters policy will be sent to K.Patterson who will also publish it to the Fawkham Nature Spotters Group by 14th May.**

5. Grant application - overview of process and timing

L.Evans gave an overview of the grant process available from Locality from March, ending in March 2022. The grant is for up to £10,000 with an additional £8000 available if certain criteria are met for example including design codes in the NP. It is possible to apply in stages with a minimum of £1000 a time. Applications have to be in advance of incurring the expenditure. Items grant money can be spent on includes training sessions, specialists for reports, experts to run workshops, conduct surveys, etc , venue hire, publicity etc. Money cannot be spent on general admin, salaries or highways issues. VAT can be reclaimed if the PC is able to reclaim VAT. Detailed breakdown of costs, including quotes from any specialists, need to be included in the application form, which is complex and detailed. Applications are assessed within 15 days and it can take upto 20 days for the grant money to become then available.

A.Evans said it may be initially better to get a planning consultant on board first to help direct the project and see where grant money is best spent first.

L.Moss thought it would be good to see possibly what specialist skills were available in the Parish. The opportunity could be taken to ask a question on the NP questionnaire to see if people have the skills required to help. L.Evans reminded the group that it has been asked before and that no one has come forward yet. L.Evans will speak to HPC to see if there is anyone in the Hartley Parish whose skills we could utilise.

A.Evans thought that K.Patterson may know people from the Woodland Trust/ Wildlife Trusts who may be able to assist with the biodiversity aspects of the NP.

**Action Point: Chair and Clerk to begin the process of applying for a grant to cover the cost of a planning consultant and any initial communication costs, by assessing the timing and establishing further details of the information required for the application form., by the end of MAy.**

#### 6. Appointment of Planning Consultants/Specialists

L.Evans discussed the draft specification for a planning consultant which has been based on that used by other Steering Groups and guidance documents from Locality.

L.Moss thought the document was good and what was needed.

A.Evans also agreed with the document.

L.Moss asked if interviews will be held to appoint the planning consultant. L.Evans said that bidders may be asked to present in person (via Zoom). L.Moss said that ideally someone is needed who has successfully completed a NP and seen it the whole way through. A.Evans agreed that one of the selection criteria should be that the potential planning consultant has completed a successful NP. A discussion was held to decide if it was worth asking anyone else to help to decide on the appointment of a planning consultant. A.Evans thinks that the people on the Steering Group are best placed to make the right selection.

L.Evans explained how when, for example, a Landscape Character Assessment may need to be prepared, a brief can be sent out and the planning consultant can get involved and help in selecting specialists for these reports.

#### **Action points:**

- **All to submit any further comments on the document by 3rd May.**
- **Chair to create final document and Clerk to send to selected Planning Consultants by 7th May.**
- **A Evans to draft selection criteria by 7th May.**

#### 7. Community Consultation and Engagement Strategy - discussion and adoption

L.Evans explained how this document is needed to set out the principles of how the Steering Group will engage with the community, the various different groups within the community that the Steering Group will engage with and the pros and cons of using different communication channels.

The document was reviewed by everyone. It was decided that strategically significant land owners would be consulted with under the substantial land owner category.

Business owners is another category who will be consulted with. Examples of business owners to be consulted with include the Billings Group regarding farming enterprises and Corinthians Sports Club, Speedgate Enterprises, Brandshatch Place, the Rising Sun Inn, Battersea Cats and Dogs Home and, following a discussion, it was agreed that other businesses within the village where it is known that more than 10 people are employed will be consulted with, along with owners of business unit sites such as Grove Farm and Kent down Mushroom Farm. L.Moss asked if Dunrunnin ,the Greyhound rehoming centre, would be consulted with. It was discussed and found that they employ more than 10 people according to their website and so they will be consulted with as a business owner as well as a resident. A.Evans mentioned that if someone asks to be consulted with then that will be considered.

L.Evans asked the Steering Group if the Equine community in the village are treated differently to other residents and business users. A.Evans thought this was a good idea and

that they can be easily communicated with via their various FB pages. Residents with livery/horses would be consulted as residents in any case.

Another category within the village are local stakeholders including the Community Warden, the PCSO, the schools, District Councillors, County Councillor and other set out on the document. Hartley Walkers Group and the Schools.

The Clerk informed the Steering Group that a local family fun day will be run at the Village Hall in August and that this would be a good way to engage and communicate with young children in the village.

**Action point: Chair to update the document and circulate a final copy by 14th May. Estelle Thompson to supply a list of livery/stable owners and others to consult in the equine community.**

8. Plans for initial Community Consultation and Engagement events/activities

L.Evans asked if everyone could write down ideas of questions for the community that may feature on future surveys, so that the extent of the questions can be assessed and the best way to undertake any surveys can be determined.

**Action point: All to submit any such questions to the clerk by 14th May**

L.Evans suggested that maybe an open day could be held in the Autumn where the Steering Group can feed back to residents how the NP is coming along.

**Action point: all to submit brief details of any proposed events, including timings and audience by 14th May.**

9. Update from each working group on progress and next steps

This item was passed as feedback from those present had already been discussed at two working groups at which all were present; feedback is awaited from the third working group.

**Action point: Kirsty Patterson to share feedback on actions under the Natural Environment working group, by 14th May.**

10. Next steps and items for next meeting

L.Evans mentioned that new traffic counts will take place in the Parish from end May/early June. This information will be useful.

L.Evans has contacted SDC with regards to support for mapping of the Parish with an initial request for one that shows listed buildings and a 'blank' map that can then be annotated for various purposes.

The next meeting will include looking at questions for possible surveys, and progress on the grant application and appointment of a planning consultant.

11. Date of next meeting

The next meeting will be held early, potentially Wednesday 9th June.

**Action point: All to advise the Clerk of availability for the first two weeks in June, by 14th May.**