

FAWKHAM NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE FIFTH MEETING HELD NOVEMBER 11TH 7PM AT FAWKHAM VILLAGE HALL

Attendees: Laura Evans, Lawrence Moss, Kirsty Paterson, Lucie Sleeman

1. Apologies for absence: Laura Marchant, Estelle Thompson
2. Members of the public: none present
3. The Minutes of the 4th meeting were agreed with no amendments

4. Update on SDC's Local Plan.

The latest information available from the DCAC meeting papers in October was discussed, including: the reopened Call for Sites which closes 22.1.22; the District-wide character study which is underway; revised Green Belt review; Settlement Capacity Study; settlement hierarchy facilities audit which FPC has returned to SDC; and timing of key steps, with the Regulation 18 consultation expected to take place in April/May and Regulation 19 in December/January. **Action:** Laura Evans to establish if SDC has a statement of community involvement for Neighbourhood Plans, by the time of the next meeting.

5. Update of evidence base and next steps for each working group.

The progress in building the evidence base was assessed, with an overview of development of each report discussed. The workplace will be updated and recirculated to members. **Action:** Laura Evans to update and recirculate workplan, by 18th November. **Action:** All to take actions as assigned within the workplan, by dates specified.

6. Community Engagement

- The Community Consultation and Engagement Strategy was signed off, subject to the inclusion of cyclist clubs in the list of local groups. The Strategy will be published to the website. **Action:** Laura Evans, November.
- The summary Consultation and Engagement Programme was reviewed. **Action:** Laura Evans to update and recirculate the document, November.
- Individual parts of the Programme were discussed as follows:
 - The report on Church fete event was agreed
 - The report on Fawkhams Primary School children's survey was agreed
 - An update on the Countryside Survey was discussed: the survey has now closed and results are being analysed. **Action:** Laura Evans, November
 - The way forward with Broadband and Mobile survey was discussed and it was agreed to go ahead with the survey online in late January/early February. **Action:** Kirsty Paterson to look into communication for launch of survey and options for analysing the results, by next meeting.

- A first draft of the content of second leaflet to be delivered to all houses was circulated. Timing will depend on when the costs and budget for 2022 are clear, which is likely to be January 2022. **Action:** all to review first draft of content and circulate comments, by 17th December.
- Banner. Agreed the banner would be displayed on the village green to tie in with the distribution of the second leaflet.

7. Budget overview and forecast for 2022.

This was reviewed and it was agreed that no contingency figure was required as, where actual costs are not yet known, the upper end of estimates have been used for most individual items. It was noted that several items have zero cost associated with them. The cost of the Landscape Character Assessment should be known by the end of November which will give greater clarity on the budget to be requested from FPC for the year from April 2022. **Action:** Laura Evans to update budget forecast once LCA cost is known and recirculate to Steering Group, prior to it being submitted to FPC, by 10th December.

8. Items for the next agenda.

It was agreed to include the following on the next agenda:

- Non-designated Heritage Assets - way forward on this report to be discussed and agreed
- Indoor Sports Facilities - way forward on this report to be discussed and agreed
- KCC Climate Change Risk and Impact Assessment report

The next meeting will be held in mid January. **Action:** All to send availability for evening meeting 19th, 26th and 27th January, by end November.