

FAWKHAM NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF THE SEVENTH MEETING HELD MARCH 29TH 7:00 PM VIA ZOOM

Attendees: Laura Evans, Laura Marchant, Lawrence Moss

1. Apologies for absence: Kirsty Paterson, Lucie Sleeman
2. Members of the public: none present
3. Minutes of the 6th meeting were agreed
4. A brief update on SDC's preparation of a revised Local Plan was given, including the Call for Sites, Green Belt review stage 2, and Regulation 18 consultation timing, as context for the Neighbourhood Plan
5. An update on the preparation of the evidence base reports was held: several reports are reaching final draft format stage and next steps for those reports remaining to be completed were discussed. A publication strategy for the reports was discussed and agreed.
6. The Consultation and Engagement Programme was reviewed. Since the last meeting, a second leaflet has been sent to all houses in the parish giving an update on progress, and the banner was displayed on the village green to raise awareness. A residents' worship was run in connection with the Landscape Character Assessment in February. A business survey has been distributed to all houses and known businesses in the Parish; this will close mid April and it was agreed to add this survey to the Programme document.
ACTION: Laura Evans.

The way forward with the Broadband and Mobile survey was discussed and Lawrence Moss agreed to draft communications around the launch of this online survey, which is pencilled in for mid April. ACTION: Lawrence Moss, by mid April.

It was noted that the church fete is on 25th June and that at the next meeting the content of display boards etc for this will be discussed, and the set up and running of the stand will be finalised, with Laura Marchant offering to be involved. ACTION: all to check availability to attend the fete.

It was noted that A3 poster boards are available for use if required.

7. An update on the budget was given: an end of grant report has been submitted to Locality with the grant spent by 31.3.22; the consultant's first invoice (met by the grant funding) will be presented for payment in FPC in April, and the Landscape Consultant's invoice will also be presented to FPC upon receipt. ACTION: Laura Evans - there will be a review of the consultant's remaining budget with the consultant in April, with the outcome presented to the Steering Group for agreement at the next meeting.

8. The date of next meeting was suggested as 12th or 10th May, to be confirmed.
ACTION: all to advise availability