

**TO: ALL MEMBERS OF FAVERSHAM TOWN COUNCIL'S  
FAVERSHAM CREEK NEIGHBOURHOOD PLAN STEERING GROUP**

The Mayor, D H S Simmons, The Deputy Mayor, N A Kay, Cllr J Coulter and Cllr T R Payne

**Together with:** SBC Cllr M Cosgrove, SBC Cllr M Henderson, A Salmon, A Osborne, J Sell, N Earl, Ms S Akhurst, Ms B Chester, Ms J Hennessey, Ms K Northwood, Mrs J Turner

Dear Working Party Member

**YOU ARE HEREBY INVITED TO ATTEND** a meeting of Faversham Town Council's Faversham Creek Neighbourhood Plan Steering Group to take place at **7.00 p.m.** on Tuesday, 4 February 2014 in The Guildhall, Market Place, Faversham when the following business will be transacted.

Yours sincerely

Jackie Westlake OBE  
Town Clerk

**The Chair will allow fifteen minutes for Members of the Steering Group to receive questions from registered electors for the Town before the formal meeting starts.**

**AGENDA**

1. To receive any apologies for absence
2. Minutes of the meeting of 14 January 2014 and matters arising (papers 2.1 and 2.2)
3. Presentation by Richard Knight, Environment Agency
4. Presentation by David Iron and Philippa Dickenson on the Faversham Creek Business Case
5. Update on drafting progress (papers 5.1 and 5.2)
6. Update on communications and engagement (paper 6.1)
7. Updates on projects from the Creek Trust and Brents Community Association
8. Swan Quay appraisal report summary (paper 8.1)
9. Budget update
10. Any Other Business

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**FAVERSHAM CREEK NEIGHBOURHOOD PLAN STEERING GROUP MEETING:  
14 JANUARY 2014: MATTERS ARISING**

<b>Jackie Westlake (JW) to chase Planning Aid re: their offer of support</b>	Done. To phone Brian Whiteley
<b>JW to report back on the Town Council's decisions on the budget following the</b>	Done. Email sent on 22 January 2014

<b>Finance Meeting to be held on 20 January 2014</b>	
<b>The Mayor, David Simmons (DS), to chase SBC re: the appointment of the independent planning consultant</b>	Done. Emailed on 15 January 2014.
<b>JW to speak to Natalie Earle re the viability assessment</b>	Done. To be sent w/b 20 January.
<b>Drafting group to begin drafting content</b>	See agenda item 5 for an update.
<b>JW to issue details of the meeting to the Town Council</b>	Done. Emailed on 16 January 2014
<b>JW to add the (Swan Quay) summary to the next meeting of the Steering Group</b>	Done.
<b>Dates for March and April to be arranged.</b>	Calendar sent on 15 January. Dates to be 4 March and 1 April.

### Neighbourhood Plan timetable (provisional)

Date	Consultation programme	Number of weeks to plan/ undertake activity
11 November 2013	<b>Launch of designation consultation:</b> Publicising of Neighbourhood Plan area (see Regulation 5 of the NP Regs - submission to LPA followed by 6 week consultation period)	<b>6 weeks (in progress)</b>
May 2012	Neighbourhood Plan Options Exhibition	8 weeks
Nov 12	Consensus Building event	8 weeks
End of Feb 13	CPRE facilitated meeting with Faversham Creek Trust	3 weeks
11 March 13	Illustrations workshop with Steering Group	4 weeks
7/8 June 2013	Consultation Feedback Exhibition	6 weeks
8 June - 29 June	Consultation period following exhibition	3 weeks
On-going	Engagement with the press/ media	
July/August 2013	Analysis of Feedback Exhibition Outcomes	3 weeks
August/September 2013	Steering Group consider outcomes of Feedback Exhibition and Viability Study and make recommendations on the structure and content of the Neighbourhood Plan	
28 October 2013	Town Council consider	

	recommendations of Steering Group and instruct drafting of Neighbourhood Plan	
January - April 2014	Drafting the Neighbourhood Plan. Sustainability Appraisal/SEA/peer review/Steering Group meetings	10 weeks
January - April 2014	Drafting the pre-submission consultation and engagement plan	10 weeks
W/b 20 January 2014	Commission Viability Study	
April/May 2014	Town Council approve Draft Neighbourhood Plan for consultation	
April/May (Dates dependent on information from SBC)	<b>Pre-submission consultation</b> (see Regulation 14 of the NP Regs - 6 week consultation period on draft plan, followed by relevant amendments)	<b>6 weeks</b>
<b>The following dates are subject to revision</b>		
May/June 2014	Collation of Pre-submission consultation feedback	3 weeks
July 2014	Steering Group/Town Council consider Pre-submission consultation feedback outcomes and make recommendations on amendments to the Neighbourhood Plan	
August 2014	Make any changes to Plan	4 weeks
End August 2014	<b>SUBMISSION of Plan</b> with consultation statement (LPA minimum consultation of 6 weeks)	<b>6 weeks</b>
October 2014	<b>Plan examination</b>	
November 2014	<b>Examiner's Report</b>	
January 2015	Support referendum (if given all clear by examiner)	4 weeks

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## **Report to Faversham Creek Neighbourhood Plan Steering Group 4 February 2014**

### **1. Purpose of report:**

To seek the Groups views on the draft plans developed by the Consultation and Engagement Working Group for the pre- submission communication, engagement and consultation of the Creek Neighbourhood Plan.

### **2. Information:**

2.1 The consultation programme for the pre-submission draft is derived from the Consultation and Engagement Report prepared by Sue Jobbins of CPRE which was approved by the Steering Group in March 2013, updated by Anne Salmon for the Steering Group in October 2013. It has been worked up by a working party at three meetings since the last Steering Group.

2.2 The working group, comprising Sue Akhurst, Brenda Chester, Anne Salmon, Janet Turner and Jackie Westlake, convened by Danny Chesterman, has

developed the attached draft plan, working with Hilary Whelan, the lead member of the plan drafting working group. The plan consists of:

- a) a summary matrix showing the communication and consultation workplan and timeline
- b) a supporting explanation of the detailed proposed consultation and engagement, including the list of groups and organisations to be specifically approached for views.

2.3 The Group felt that **success** of the communication, engagement and consultation phase would be defined by:

- a) Breadth and reach of the consultation and engagement to be as in-depth as possible
- b) Getting as many eligible voters as possible to vote
- c) Those who could not vote (too young for example) to be intelligently engaged and to understand the issues
- d) The community and the SG/TC to feel they have been heard

2.4 The **principles** on which the plan is based are:

- a) To mount events where people naturally congregate where possible
- b) To select locations likely to attract a cross section of the local demography
- c) To ensure that the environments are practically suitable (access, flexibility, noise etc) for people to talk and hear each other in reasonable comfort
- d) Can reasonably be resourced

2.5 There are a number of **dependencies** to the plan:

- a) The estimated time line assumes that a draft Creek plan is ready to go to the Steering Group on 1<sup>st</sup> April and to the Town Council on 7<sup>th</sup> April. It may then be subject to some amendments before printing. The consultation is expected to go live from the beginning of May until mid June. The communications leaflets and posters can only be finalised when the consultative draft is prepared, and it will take time to design and print materials, post them out through the Royal Mail. If there is any slippage in the preparation of the plan this will delay the consultation phase
- b) The communication engagement and consultation plan cannot be delivered by the working group alone. It will require a combination of effort from members of the steering group (who will be required to be on hand at drop in events to answer questions and dialogue with citizens), local volunteers, and Town Council staff. It will also require appropriate expertise and varying levels of professional support. Following adoption of this plan, the working group will bring forward a detailed resourcing proposal for all the tasks.
- c) There are also budget implications for the communication, engagement and consultation programme. As part of the detailed project plan we will be identifying the costs of the programme of activity and give an estimate to the next meeting of the Steering Group. This will include the costs of developing, designing and printing all the materials required: the plan, leaflet to be delivered to all households; posters, boards for drop-in venues and market stalls; response forms designed and printed; and any additional material deemed necessary.

- d) In the time available so far, it has not yet been possible to gain the provisional agreement of all the venue owners. The consultation plan may therefore need to be modified if venues are not available.

2.6 If the resources (financial or human) are constrained, the plan will need to be modified.

### **3.0 Risks and mitigation**

There are three main risks:

- a) Failure to commit sufficient resources to the consultation process and/ or reach people, resulting in not being able to demonstrate adequate consultation to the independent examiner
- b) Failure to engage in meaningfully.....people don't understand the issues or exactly what is being asked. To mitigate this risk we plan to test the draft communication material first
- c) Failure to engage safely....people or property at risk where we are working on other people's premises To mitigate this we will visit each venue in advance to check out any hazards and aim to resource each drop in event with a facilitator and member of steering group so no one is left unsupported.

### **4.0 Recommendation**

The Steering Group are invited to approve the general approach to the communication, consultation and engagement at the pre submission stage, subject to adoption by the Town Council, so that detailed budgets and arrangements can be drawn up.

*Prepared by Danny Chesterman on behalf of the Working Group*

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## **Submission to the Faversham Creek Neighbourhood Plan Steering Group**

Town and Swan Quays, Faversham: notes on a 'conservation' development strategy. The purpose of this submission is to seek acknowledgement from the Steering Group of:

- 1) the previously submitted Faversham Town Quays Character Area Appraisal and
- 2) an outline development strategy for Town and Swan Quays. In contrast to the already tabled residential re-development option for Swan Quay, this alternative strategy seeks to preserve, enhance and re-use the existing buildings - and, importantly, the spaces – of *both* quays. (It supersedes a previous document on broadly the same subject, but in less detail, submitted to the Steering Group earlier in 2013.)

1.1) The work embodied in 1) represents a level of historic and architectural analysis of the existing environment that should be applied as a foundation to 'inform' all substantial re-development plans within the creek-side sections of the Faversham Conservation Area. Adopting this approach will avoid the possibility of future conflict with the planning system - when applications to develop are finally made - in respect of current Conservation Area legislation as well as the views of numbers of local people

1.2) The current development proposals for Swan Quay pay no significant attention to the existing architectural and historic character of what is a unique part of the Town. They fail to take seriously the heritage aspects of planning legislation in relation to conservation areas (endnote 1) as well as the views of significant numbers of local people – hence the need for the Neighbourhood Plan to consider alternative, conservation-led, options.

2.1) Work on 2), the development strategy, though quite well advanced, is still in draft and is not yet complete - hence the presentation here of an outline only. I anticipate submitting the full document to the Steering Group as soon as it is ready.

2.2) The intention of the proposals is to preserve and enhance the two sites, their open spaces and their existing buildings, and in doing so to provide amenity of value economically and socially for the town as a whole. Synergy between public and private uses can be achieved by managing the two sites together, this leading additionally to enhancement of the local character of the Conservation Area.

2.3) The approach dovetails with the Town Council's 'streetscape' improvement plans for adjacent Quay Lane. The two sets of proposals for outside-space management will merge into each other.

2.4) The Council's improved Quay Lane link into the town will result in enhanced opportunity, and added economic value, on the Quays. These would be managed as a 'destination' space fully accessible to the public, hence a potential visitor attraction. A number of the existing buildings on the Quays, if upgraded for commercial use, could be important contributors to the value of the public realm.

2.5) The strategy document is arranged to look briefly at the individual buildings on the Quays, and considers the effect of bringing the Quays into one. It also investigates, and proposes solutions for, the issues of site security and over-all flood control. Reference is made under the last head to the unsatisfactory piecemeal approach to flood risk on recent development sites, without consideration of the area as a whole.

2.6) The rest of the document considers the individual buildings and their 'conversion potential' one by one – this work is presently on-going. There are a number of ways of investigating the two sites for viability, both commercial and social, and there are likely in the end to be several building-use options. There may be opportunities for a community enterprise, and a scheme based around the Medieval Warehouse could well be of interest to the Heritage Lottery Fund. These are all possibilities to be explored with a view to preserving, enhancing and adding value to these important sites within the Conservation Area.

I ask the Steering Group to accept the Character Area Appraisal as evidence for the development of the Neighbourhood Plan, and in the light of this to explore the benefits of alternative site use proposals.

J.Ray Harrison. 8<sup>th</sup> Jan. 2014.

Endnote 1.

In the case of Swan Quay, English Heritage will 1) in all likelihood be a statutory consultee because of the size of the redevelopment proposed in the conservation

area and 2) will be a consultee because the redevelopment will be within the setting of a Grade II\* listed building.

In respect of 1) above the same may well apply to other creek-side sites up for redevelopment in the Neighbourhood Plan area.

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