

Neighbourhood Plan Steering Group Minutes
25 February 2026, 6:30 to 8pm the
Shand Hall, Farningham



1. Welcome, introductions and apologies.

Steering Group (SG) Members: Liz Bourne, Su Hewitt, Mark Hopkins, Kevin McGeough, Helen Penney and Janice Williams.

Supporting and interested residents in attendance:
Jacky and Lynn

2. Events – to agree next steps for events and allocation of tasks.

a. 7th March 2026 wine tasting, Farningham Village Hall.

- Push to sell tickets – social media, mailchimp, SG mailing list
- More posters
- Helen to send Mark a list of names
- Helen to print NP surveys and donation codes
- Mark will send final details for the night

b. Annual Parish meeting, Monday 11 May, 7 to 9pm

Kevin will prepare and read a three-minute report
Table required for a stall. Similar to the coffee event if enough space.

c. Village fete/summer fayre, Saturday 13 June

Ideally two stalls – one for engagement and one for fundraising.
Liz, Kevin, Sue, Janice, Lynn and Jacky should be available. Helen may have to split time with a Parish Council stall if there is one.

d. Saturday 4 July – Elvis night

- Costs - singer £350, hall hire £83.75, plus advertising material tbc.
- Tickets £15 per person.
- Doors open at 7pm and guests can bring their own drinks and nibbles.
- 60 tickets will be available that may increase to 80 once the room layout is confirmed.
- Information to be included in a NP newsletter and to be shared at the Annual Parish meeting, social media and, May and June Trident reports.

e. Family Fun Day, 29 July

Helen confirmed that she will attend. Liz and Kevin might be able to join and can confirm nearer the time.

f. Maplescombe Walk, 1 March

Liz noted that she has adjusted the route slightly.

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Checklist for events – new to help us plan for each event and make sure it is deliverable.

- Poster design - timings, dates, reminders and who
- Social media content - timings, dates, reminders and who
- Posters in the village - timings, dates, reminders and who
- Which Trident reports we might include information in
- Estimate of volunteers needed, split out by role
- Who can attend and are there enough volunteers
- Ticketing details, costs, timings, reminders and who

3. Newsletter/pamphlet

Su to draft a newsletter by 18 March.

The inclusion of a housing needs survey to be discussed with Tibbalds and added to the next parish Council agenda for approval.

4. Skills audit.

Noted and to remain on future agendas for reference.

It could be useful to ask people for specific help as skills are required during the plan and to go to groups such as the WI, The Space and events including the Family Fun Day and summer fayre.

5. Finance Update.

No change. Latest invoice from the consultant will be reconciled with February's payments.

6. Reminders.

a. Website – Any changes or updates required to the webpage.

Add walk and survey analysis as links.

b. Trident Report – Is a report required this month and who will draft it.

Deadline 11th March.

Su will draft a report.

7. Debrief following the Neighbourhood Plan call with SDC.

Very positive. A meeting in Farningham to be arranged mid to late April.

Check the process for Local Lists and ask if there will be any implications if the Neighbourhood Plan is Made before the Local Plan is adopted.

8. Next Steps referring to action log and project plan.

Arrange a meeting with SDC and questions for Tibbalds on Fridays call.

9. Any other business.

None.

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10. Upcoming dates. Shand Hall, 6:30 to 8pm unless otherwise specified:

- Sat 7 Mar - Wine Tasting, Farningham VH (booked 6 to 10:30pm)
- Wed 25 Mar - SG meeting
- Wed 22 Apr - SG meeting
- Mon 15 May - Annual Parish Meeting, Farningham VH, 7 to 9pm
- Wed 27 May - SG meeting
- Sat 13 Jun - Village Fete, Market Meadow (if the SG has a stall?)
- Wed 24 Jun - SG meeting
- Sat 4 Jul - Elvis Night, Farningham VH (booked 6–11pm)
- Wed 22 Jul - SG meeting
- Wed 29 Jul - Family Fun Day, Market Meadow, 10:30 to 13:30.
- Wed 26 Aug - SG meeting
- Wed 23 Sep - SG meeting
- Wed 28 Oct - SG meeting
- Wed 25 Nov - SG meeting
- Dec TBC - SG meeting

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Skills Audit Checklist

1. Local Knowledge & Community

Good knowledge of the local area
Understanding of local issues and priorities
Links with local groups, organisations or residents
Experience of community engagement or consultation

2. Communication & Engagement

Clear written communication
Confident verbal communication
Public speaking / presentations
Social media or website content

3. Planning & Technical Understanding

Knowledge of planning processes
Ability to read planning documents and policies
Understanding of housing, transport, environment or heritage issues
Mapping or spatial awareness (reading plans, site locations)

4. Research & Evidence Gathering

Designing surveys/questionnaires
Analysing survey results/data
Researching policies, evidence or background information
Report writing

5. Organisation & Project Skills

Meeting organisation or administration
Minute-taking / record keeping
Action tracking and follow-up
Project management or coordination

6. IT & Digital Skills

Email and document management
Online surveys
Website updates
Basic data handling (spreadsheets)

7. Governance & Group Working

Chairing or facilitating meetings
Working as part of a team
Objective and impartial decision-making
Understanding of confidentiality and conflicts of interest