Neighbourhood Plan Steering Group Agenda
25 February 2026, 6 to 9pm
the Shand Hall, Farningham

1. **Welcome, introductions and apologies.**
2. **Events.**
    a. 7th March 2026 wine tasting, Farningham Village Hall.
    b. Annual Parish meeting, Monday 11 May, 7 to 9pm.
    c. Village fete/summer fayre, Saturday 13 June.
    d. Saturday 4 July – Elvis night.
    e. Family Fun Day, 29 July.

<u>Checklist for events to help us plan for each event and make sure it is deliverable.</u>

- 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**
4. **Skills audit.**
5. **Finance Update.**
6. **Reminders.**
    a. **Website**
    b. **Trident Report**

7. **Debrief following the Neighbourhood Plan call with SDC.**
8. **Next Steps referring to action log and project plan.**
9. **Any other business.**
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

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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

8. Personal Qualities
Reliable and committed
Willing to take on tasks between meetings
Able to listen to different views
Confident to challenge constructively

9. Other Skills, experience or interests. List here.