Neighbourhood Plan Steering Group Agenda
17 December, 6:30 to 8pm
the Shand Hall, Farningham

1. **Welcome, introductions and apologies.**

2. **Engagement walks.**

3. **Events** – to agree next steps for planning and allocation of tasks.
    a. **14th February 2026 – "Love Farningham", Shand Hall.**
    b. **7th March 2026 – wine tasting, Farningham Village Hall.**
    c. **4th July 2026 – Elvis night**

4. **Planning for Next Householders' Survey. To discuss the approach, timing and responsibilities.**
    - Do you agree that a survey should be prepared?
    - When should it be delivered? Below is only an example of how it may work.
    - Should business-related content be handled separately or integrated?
    - Are there alternative approaches to consider?

    <u>Proposed Ideas/Timeline (for discussion/amendment):</u>

- By January meeting: Sub-committees to draft their survey sections.
- February meeting: Finalise and sign off the full survey (introduction, core questions, minor tweaks only after this point).
- From January meeting: Start to upload survey to website and test/build sections as they are completed. Is there another/better option for the survey online?
- Mid-March: Print and deliver survey to households.
- End of April: Close survey responses.
- May & June: Analyse responses.

5. **Design codes training.**

6. **Finance Update.**

7. **Website** – items to add or amend?

8. **Trident reports** – does the Steering Group want a monthly report?

9. **Next Steps and action log.**

10. **Any other business.**

Neighbourhood Plan Steering Group Agenda
17 December, 6:30 to 8pm
the Shand Hall, Farningham

11. **Date of upcoming meetings and events.** Shand Hall, 6:30 to 8pm unless otherwise specified:
    - SG, Weds 21st January (6pm to 9pm)
    - Feb 14 – coffee morning, the Shand Hall, (booked 09:30 to midday)
    - SG, Weds 25th February
    - March 7 – wine tasting, Farningham Village Hall, (booked 6 to 10:30pm)
    - SG, Weds 25th March
    - SG, Weds 22nd April
    - SG, Weds 27th May
    - June 13 – Village fayre (does the SG want a stall)?
    - SG, Weds 24th June
    - July 4 – Elvis night, Farningham Village Hall (booked 6 to 11pm)
    - SG, Weds 22nd July
    - SG, Weds 26th Aug
    - SG, Weds 23rd September
    - SG, Weds 28th October
    - SG, Weds 25th November
    - SG, Dec TBC