Neighbourhood Plan Steering Group Minutes
26th November 2025, 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 and Helen Penney.

   Supporting and interested residents in attendance:
   Jane, Jacky, Janice and Lynn

2. **Update on project plan**
   Liz Bourne reported that the project plan has been updated to reflect the walks and projected timeline however it is a live document and will be kept updated as the project progress.

3. **Engagement walks:**

a. **Feedback from first walk**
   Liz Bourne reported that 10 residents joined the walk and that everyone has since provided feedback via the questionnaires handed out on the day. Another group lead would be useful to help keep the group together with stopping points pre-planned to discuss points of interest along the walk.

b. **Next walks**
   Kevin McGeough shared the route he has planned for the conservation area walk on 6th December 1 to 4pm, finishing at the Village Hall.

   The third walk is planned for Sunday 11th January 2026 and will cover Farningham Woods and Button Street.

   A fourth walk for Maplescombe will be confirmed at a later date.

4. **Updates from sub-committee groups (including social event plans)**
   Hall booking for the 24th January – cancel

   Saturday 14th February – book the Village Hall 9:30am to midday for a debrief to update residents on the plan and run a tea/coffee and cake at the same time.

   Saturday 7th March – book the Village Hall, 6pm to 10:30pm for a wine tasting event. Tickets £20 in advance or £25 on the door.

   Saturday 4th July – extend the booking at the Village Hall to 11pm so, 6pm to 11pm.

5. **Finance Update.**
   Helen Penney reported that she has set up and account with Stripe, which can sell tickets online and feed directly into the Parish Council's finance system, Scribe. Any Neighbourhood Plan income generated through Stripe can be recorded under a separate account within Scribe to ensure Neighbourhood Plan funds remain distinct from Parish Council accounts.

Helen advised that she will have to increase the printing package on her home printer, as the current package is not sufficient to cover the Parish Council and Neighbourhood Plan printing requirements. The next package available will mean that the Parish Council and Neighbourhood Plan will pay at £6 each per month. Helen will pay the remainder of the package which is £1.49 per month as her personal printing requirements are significantly lower than the printing undertaken for Parish Council and Neighbourhood Plan.

There were no other costs to note, aside from upcoming changes to hall bookings.

6. **2026 meeting dates.**
Noted under item 9. January is to be changed to the 21st Jan 2025 and extended to 6pm to 9pm.

7. **Next Steps and action log.**
The Steering Group agreed to bi-monthly update calls with Tibbalds, unless an additional meeting is required at a key point in the timeline. The proposed dates are – 23 January, 27th March, 29th May, 24th July, 25th September, 27th November. All to start at 2:30pm.

8. **Any other business.**
Helen was asked by the Steering Group to source the village's demographic information. As she was unable to attend the last meeting, no progress has been made on this during the past month.

9. **Date of upcoming meetings. Steering Group and Tibbalds (tbc):**

17 December 2025	Shand Hall	SG	6.30 to 8pm
21 January 2026	Shand Hall	SG	6 to 9pm
23 January 2026	Remote	Tibbalds	2.30pm
25 February 2026	Shand Hall	SG	6.30 to 8pm
25 March 2026	Shand Hall	SG	6.30 to 8pm
27 March 2026	Remote	Tibbalds	2.30pm
22 April 2026	Shand Hall	SG	6.30 to 8pm
27 May 2026	Shand Hall	SG	6.30 to 8pm
29 May 2026	Remote	Tibbalds	2.30pm
24 June 2026	Shand Hall	SG	6.30 to 8pm
22 July 2026	Shand Hall	SG	6.30 to 8pm
24 July 2026	Remote	Tibbalds	2.30pm
26 August 2026	Shand Hall	SG	6.30 to 8pm
23 September 2026	Shand Hall	SG	6.30 to 8pm
25 September 2026	Remote	Tibbalds	2.30pm
28 October 2026	Shand Hall	SG	6.30 to 8pm
25 November 2026	Shand Hall	SG	6.30 to 8pm
27 November 2026	Remote	Tibbalds	2.30pm
December – *TBC*			