

**Neighbourhood Plan Steering Group Minutes**  
**23<sup>rd</sup> July 2025, 6:30 to 8pm**  
**the Shand Hall, Farningham**



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

Steering Group (SG) Members:

Liz Bourne, Su Hewitt, Andie Fitzsimons, Mark Hopkins and Helen Penney.

Observing residents:

Jane Pane and Viv Parker.

Apologies:

Kevin McGeough and Janice Williams.

**2. Updates since the last meeting:**

**a. Website**

Attendees were notified that there is now a dedicated page on the Farningham Parish Council (FPC) website for the Neighbourhood Plan (NP). This page contains important information such as the Terms of Reference (TORs), questionnaires, agendas and minutes of each SG meeting, and other information such as upcoming fundraising events.

**b. Logo**

Attendees were notified that the logo has been designed by a resident and agreed to by all current members of the SG. The logo will now be used on the website, letters to residents and for any advertising.

**c. Whatsapp**

Everyone was informed that there is a Whatsapp group for SG Members to use for straightforward updates and quick questions on the NP which may need a quicker response than email.

**d. List of commercial premises**

HP advised that she has received a list of commercial premises from Sevenoaks District Council (SDC) that has been shared with MH who will consider how best to approach businesses, and when during the project. MH proposed he will make suggestions at the next meeting on moving forward with this.

**e. Questionnaire**

Members discussed the short residents' survey. HP will incorporate everyone's suggestions and share the revised version ASAP, with final comments due by Sunday 27 July.

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SH will find out printing costs and lead times from her local supplier after which the questionnaire can be printed and distributed to SG Members for delivery. The questionnaire will be delivered to residents from the point of delivery to 15<sup>th</sup> August.

Residents will be asked to return their survey by 7 September.

A local business questionnaire was discussed. It was decided that this is likely to be more useful once the project has developed further and can be discussed with the consultant.

**f. Tender for consultants**

A detailed tender package was drafted by a SG member and formally issued to four consultants by HP on 14 July.

Once returned, SG members who are also on FPC will review and score the tenders based on the agreed criteria.

At the next SG meeting, the preferred consultant will be identified as the recommended supplier for the SG to approve.

That recommended consultant will be formally presented to FPC on 10 September, with the aim of approving a consultant contract at that meeting.

**g. Budget**

LB reported that as government funding that was previously available for NPs has now been discontinued, and there are currently no grants that the group are aware of to help fund the project, FPC has agreed to fund the project with an upper limit of £25,000 across three financial years. If any grants do become available, the group will of course endeavour to apply to those it is eligible for.

**h. Terms of Reference**

LB advised that FPC adopted the TORs at the last PC meeting and that they have been added to the NP webpage.

**i. Fundraising**

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Fundraising ideas were discussed as a way to support the financing of the project, events such as a cinema night, table top sale, summer fayre, cinema night and wine tasting were proposed. The group will continue to look at fundraising activities throughout the project. Fundraising events will be published on the NP webpage.

j. **Publicity**

HP advised that the Axstane Players will allow the SG to use the advertising space at the Village Hall when they are not advertising a play. VP agreed to check dimensions and once the project is more established the SG can agree a banner to be displayed.

**3. Tracking actions and sharing progress between meetings.**

Members agreed that an action spread sheet would be useful for keeping track of the project between meetings. Exactly how this will work and be shared will be determined as the project progresses.

**4. Next steps.**

It was agreed that to encourage quick turnaround on emails, the group could add voting buttons to emails to allow people to react quickly if they have no additional input to make.

**5. Any other business.**

LB noted that she might be able to use FPCs next Trident report for the NP as the PC does not meet in August and it would help advertise the project and questionnaire.

Members discussed making meetings available online. SH advised that she would investigate.

Members discussed a facebook page for the NP. SH advised that she would investigate as she has experience of setting up group pages. HP confirmed that she could support as an administrator once the page is set up.

**6. Date of upcoming meetings, Shand Hall, 6:30 to 8pm:**

- 27 August
- 24 September
- 22 October
- 26 November
- December TBC

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