Neighbourhood Plan Steering Group Agenda
22 July 2026, 6:30 to 8pm
the Shand Hall, Farningham

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

2. **Review of project plan** – to include next steps, if changes are required to the plan inc. time frames, and analysis of the recent survey responses.

3. **Questions to ask Sevenoaks and/or Tibbalds following this meeting.**

4. **4.1 Events** – quick review of events and activities since the last SG meeting.
    a. **15 May Annual Parish Meeting**
    b. **27 May Business, landowners and organisation pop-up event**
    c. **13 June, Village Fete**
    d. **4 July, Elvis night**

    4.2 Events – to agree next steps for events and allocation of tasks if necessary. Check list at end of agenda if required.
    e. **Family Fun Day, 29 July**
    f. **12 September 2026, Village Hall, Quiz**
    g. **Christmas carols 5 December 2026**

5. **Finance Update.**

6. **Reminders.**
    a. **Website** – Any changes or updates required to the webpage
    b. **Trident Report** – Do we want one and who will write it? Deadline 11 August.

7. **Any other business.**

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

- Wed 29 Jul - Family Fun Day, Market Meadow, 10:30 to 13:30.
- Wed 26 Aug - SG meeting
- Sat 12 September – fundraising event, Village Hall
- Wed 23 Sep - SG meeting
- Wed 28 Oct - SG meeting
- Wed 25 Nov - SG meeting
- Dec TBC - SG meeting

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Checklist for events – not required for every meeting if already covered.

- 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

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