

**Swanley Neighbourhood Plan
Minutes
Steering Group Meeting
Wednesday 13th June 2018**

Present: Paul Darrington, Mark Fittock, Robert Brickell, Glynnis Darrington, Mark Johnson, Sarah Perkins, Chris Prestidge, Bob Wallis, Alan Dean, Brian Thomas,

In attendance: Lorraine Hart (Planning Advisor) Steve Nash (CEO STC)

1. **Apologies:** Cllr Dyball, Christine Hudson, Martyn Jordan, Cllr Horwood

2. **Declaration of Interest**
None

3. **Approve Minutes of 30th May**

Lorraine pointed out that the Steering Group had not fixed the membership of the group. Brian Thomas was added to the group and the current membership exceeded the original number agreed. Steve pointed out that the group was still over represented by residents of Archer Way but it was agreed that all should stay until other residents come forward to take their places.

Lorraine pointed out that now the group was fixed she would be releasing everyone's contact details so if anyone didn't want to do that they should speak now. No-one objected to this.

4. **Approve Neighbourhood Plan Questionnaire**

Each question was gone through in detail and Lorraine will produce the final version with amendments.

The front page will be amended to outline the purpose of the questionnaire for residents.

Chris Prestidge read out his suggestion and it was agreed that something along these lines would be better provided in the Town Crier, Social Media and a Web Page for the Steering Group to allow residents to fully understand the purpose of carrying out a Neighbourhood Plan.

Steve confirmed that around 7500 questionnaires would be created with additional spares available at key locations such as The Link, Olympic and Alexandra. Chris suggested some were also made available at White Oaks.

5. **Explore the merits of an Electronic Questionnaire**

It was agreed that this would be available on STC web site the NP web site and social media pages.

6. **Agree Minimum Age for completing questionnaire**

16 was the age agreed by all

7. **Agree a Mission Statement / Aim for the group**

Agreed as part of questionnaire.

8. Any other business

Bob B suggested the questionnaire needed a map attached and provided an example. It was felt this was too busy and detailed and Bob will speak to Hannah at SDC to provide a less detailed version.

DATE OF NEXT MEETING: 27th JUNE 2018, 6.30pm. Clock Tower