

**Swanley Neighbourhood Plan
Minutes
Steering Group Meeting
Monday 15th May 2018**

Present: Lorraine Hart, Christine Hudson, Paul Darrington, Keith Archer, Susan Williams, Dawn Barrett, Robert Brickell, Glynnis Darrington, Mark Johnson, Martyn Jordan, Sarah Perkins, Chris Prestedge, Sue Williams

Apologies: Cllr Dyball, Cllr Horwood, Dr Lunt

1. Welcome and Introductions

Lorraine Hart opened the meeting and explained some issues around contact details and e mails bouncing back. She will try to get this resolved with help from STC staff and direct contact with those wishing to be involved.

2. Terms of Reference for SNPSG

The clauses of the Draft Terms of reference were amended or agreed as follows:

The purpose of the group

Agreed

Role of the Steering Group

The bullet points on the draft were numbered and amended as follows:

- 2.1 Agreed
- 2.2 Agreed
- 2.3 Agreed
- 2.4 Agreed
- 2.5 Agreed
- 2.6 Agreed
- 2.7 Agreed
- 2.8 Agreed to amend to read:

‘Identify ways of involving the whole community of Swanley, and adjoining parishes of Hextable, Crockenhill and Farningham and gather views and opinions of as many individuals, groups and organisations in the community as possible in order to meet the requirements for consultation and engagement’

- 2.9 Agreed
- 2.10 Agreed
- 2.11 Agreed
- 2.12 Agreed
- 2.13 Amend to take out the words ‘Plan documents’ after brackets.

Membership

Christine Hudson and Chris Prestedge suggested more people on the membership. After some discussion it was agreed that the clause be amended to read: "Membership of the Steering Group shall consist of a minimum of 12 and a maximum of 15 people. This will include:

- Two Swanley Town Councillors as representatives of the Qualifying Body. Swanley Town council will nominate 3 councillors but only two may attend meetings in a voting capacity
- A representative of Sevenoaks District Council may attend meetings of the Steering Group as a representative of the Local Planning Authority but will not be voting members.
- 8-11 residents of the Parish (at least one to represent Swanley Village Residents Association)
- Two representatives of business organisations in Swanley parish.

It was agreed to add a further clause: "Membership of sub groups that are formed must include at least one representative from the Steering Group to attend its meetings"

Quorum

It was agreed to amend this clause to read "A minimum of six or 1/3 of the membership of the Steering Group (whichever is the smaller) are required for Steering Group meetings to proceed, one of which must be a Swanley Town Council representative".

Officers of the Steering Group

Agreed.

The CEO of STC confirmed that additional support would be provided by Town Council staff and volunteers.

Meetings and Minutes

Agreed to amend the first sentence of the third paragraph of this clause to read "A Town Council staff member shall be responsible for agreeing with the Chair an agenda for Steering Group meetings, minute the meetings and circulate papers at least five days prior to meetings of the Steering Group".

Decision Making

Agreed

Reporting to STC

Agreed

Financial Issues

Agreed

Lorraine advised the group that her daily rate was £400 per day which was being covered by the Locality Grant secured by STC. The STC CEO confirmed that figure

for a budget available for the group to allocate to essential spends as they determine was currently £3,500 and he also confirmed that of the £9000 grant obtained previously the majority had been allocated to staff costs and some advertising.

Conflict of Interest

Agreed

The question was asked 'what if we own land in the area'. Lorraine confirmed that this was a conflict of interest and that person should not attend the meeting where such an item was to be discussed.

Review Terms of Reference

Agreed

It was agreed that this TOR subject to these amendments be agreed and reissued.

After this discussion of the Terms of Reference for the Steering group, Susan Williams and Keith Archer felt that this was more commitment than they had imagined and decided to leave the group. Mrs Williams further stated that there needed to be more youth involvement.

It was agreed that the group must target more young people to get a representative view from residents on the future of the town.

3. Neighbourhood Plan Process

Lorraine explained the diagram which had been circulated and how it would allow the group to visualise the process.

4. SDC Local Plan

There was some discussion around this with many feeling that this NP is starting late as SDC is already well underway. While this was accepted, it was agreed that SNPSG needed to move this forward as quickly as possible. Lorraine advised that as soon as neighbourhood plans are started and draft NP policies are in place, they start to carry weight even if the NP has not been formally adopted and once policies have been formally consulted on they will carry even greater weight. The group should also consider a formal response to SDC Local Plan.

5. Project Plan to organise the work of producing a Neighbourhood Plan

Lorraine outlined the options and time line for delivery of this NP project and advised that it would not be complete until Sept 2019.

It was agreed sub groups on topics would be needed at the next stage but consultation would be needed first.

Some felt that it would be beneficial to see examples of a NP so they could formulate and consider the content for Swanley NP. Steve agreed to get hold of examples as did Lorraine which will be shared with the group.

Everyone felt a questionnaire would be useful and Rob Brickell confirmed he had formulated something already which he agreed to share. Rob, Lorraine and Steve

will look at creating a questionnaire and if possible it might be sent out with the next Town Crier Magazine at the end of May.

6. Any Other Business and date of next meeting

DATE OF NEXT MEETING: 30TH MAY 2018, 6.30pm. Venue to be confirmed