

**Swanley Neighbourhood Plan  
Minutes  
Steering Group Meeting  
Monday 30<sup>th</sup> May 2018**

**Present:** Lorraine Hart, Christine Hudson, Paul Darrington, Keith Archer, Dawn Barrett, Robert Brickell, Glynnis Darrington, Mark Johnson, Martyn Jordan, Sarah Perkins, Chris Prestedge, Cllr Horwood, Bob Wallace, Alan Dean

**Apologies:** Cllr Dyball, Dr Lunt

**1. Matters Arising**

An amendment to apologies was needed

**2. Adoption of Terms of Reference**

There were no amendments proposed  
AGREED

**3. Election of Chair and membership of group**

Rob Brickell offered to Chair the group and there being no other suggestions everyone agreed Rob would be a good choice with Christine Hudson offering to Deputise for Rob. AGREED

Lorraine asked those present if they agreed the current membership. It was suggested that there was over representation from Archer Way residents and this should be looked at in the future. Martyn Jordan offered to withdraw from the Steering Group but would still like to be on a Working Party. AGREED

Current Membership was agreed with spaces for Health and Education to be confirmed later.

**4. Consultation**

There was an explanation from Lorraine of the process going forward And some discussion around this about how the Steering Group would guide the process with the Working Groups. Some Working Groups were identified including:

Community Facilities	Housing
Design	Leisure and Tourism
Employment and the Economy	The Green Belt
Green Infrastructure/Open Space	Transport
Heritage and Conservation	

**Questionnaire**

The meeting then broke into 3 smaller groups to go over the questionnaires provided.

It was felt that Lorraine's form for presenting the questions better met the criteria for a Neighbourhood Plan and then a variety of questions were agreed to be included and excluded from the 3 papers. Lorraine will collate the final version and bring it back to the group at the next meeting for approval.

At this time the Town Clerk outlined plans by the Town Council to engage young people in this process and they will be raising the profile of the Neighbourhood Plan at some large community events planned in June and August.

Both Christine Hudson and Alan Dean had intended to bring some young people along but they were otherwise occupied tonight. Everyone felt that this remains an important need for the Neighbourhood Plan to succeed.

**5. Any Other Business and date of next meeting**

It was felt by members of the group that Swanley Neighbourhood Plan questionnaire should not go out until Sept as it would cause confusion over the SDC consultation which is currently underway.

**DATE OF NEXT MEETING: 13<sup>TH</sup> JUNE 2018, 6.30pm. Clock Tower**