

**Minutes of Swanley Neighbourhood Plan Steering Group
Meeting
Tuesday 15th November 2022
5:30pm on zoom**

Present: Bob Wallis, Bob Brickell, Chris Prestedge, Roger Ford

In attendance: Ryan Hayman, Toni Roast (STC), Lorraine Hart (Planning Advisor)

1. Apologies for Absence

John Roche, Glynnis Darrington, Paul Darrington, Chrissy Hudson

2. Declarations of Interest.

None

3. Minutes of the Meeting held on 18th October 2022.

Agreed as a true record

4. Swanley NP Plan, Consultation Statement and evidence documents update.

Regulation 14 version of the NP - had been agreed by STC – only 2 maps were needed to support policies when it would be complete.

Consultation Statement - Comments from SG members on the Statement had been incorporated and it is complete.

NP Evidence prepared by the group –All these pieces of evidence had been referenced in the Reg 14 Draft of the NP. Currently this consisted of:

AECOM Swanley site studies	Complete
Character Assessment	In preparation to be completed by next SG meeting
Community Buildings Assessment	Complete
Housing sites Schedule	Complete
Open Space Study	Complete
Parking and Road Traffic Congestion in Swanley	Complete
Swanley Non Domestic Rated Premises 2019	Complete
Swanley Profile	Final version being produced by RB after November comments were received from CP and RF
Traffic and congestion in Swanley	Complete

It was **agreed** that LH would put all the versions of these documents on drop box and share with SG members.

5. Regulation 14 Consultation planning (2 documents attached)

The focus of the consultation was agreed to be on the NP itself and the Swanley Village Design Guide which is part of it. The consultation would run from Monday 9th January to Friday 17th February 2023.

LH had circulated the excerpt of the NP regulations which set out which consultation bodies would need to be consulted. It was **agreed** that LH would produce a letter to go to SDC from STC asking for their direct contacts and notifying them of the Reg 14 consultation proposals. It was **agreed** that parishes at Crockenhill and Hextable and Bromley Council would be included.

LH had circulated a draft comments form for the consultation with blanks for STC to add details of where hard copies of NP documents being consulted upon would be made available along with comment forms. Currently this would be Swanley Link. The form would also be made available on line.

The group **agreed** the content of the form but asked that it be amended to make clear that agents and landowners should be from Swanley only.

6. Any Other Business.

RB reminded everyone that Glynnis Darrington had agreed to proof read the evidence documents prepared by the Group.

RB **agreed** to liaise with Glynnis on proofing, once they had been shared by LH via Drop Box

7. The Date of Next Meeting

It was **agreed** that this would be either Tuesday 14th or Wednesday 15th December 2022 subject to STC confirmation at 5.30pm