



PADDOCK WOOD NEIGHBOURHOOD PLAN STEERING GROUP
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 16th November 7PM AT THE WESLEY CENTRE, PADDOCK WOOD.**

APOLOGIES: Andy Clements, Carol Williams

PRESENT: SH JF JT JL AM DH MF

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Wednesday October 19th 2016 were approved.

2. MATTERS ARISING FROM THE PREVIOUS MINUTES

It was reported that the next meeting between Richard Eastham and Kelvin Hinton would be held in Tunbridge Wells. It is anticipated that this meeting will be held before the end of the year.

3. USE OF FACEBOOK

- Sarah Mewett was welcomed to the meeting to discuss the potential use of Facebook to engage with the public over the remainder of the project. Her presentation analysed the current situation and made recommendations for the future. Sarah was thanked for coming. Potential costs were also discussed.
- The steering group agreed that there is a need to engage a professional to administer Facebook in order to raise the profile of the Neighbourhood Plan. MF agreed to speak to Nichola Reay about this as to comply with Town Council regulations three quotes will need to be obtained.

4. REPORTS FROM WORKING GROUPS

- Town Centre Regeneration – no report available at this time from last meeting.
- Sports and recreation - CW was thanked for organising the first meeting date and venue.
- Heritage – this group will meet early in 2017.
- Green Infrastructure – group members to be confirmed and likely to meet early in 2017

5. FUTURE PUBLIC CONSULTATION

Public engagement events are planned for February and March 2017 as advised by Feria. Details to be published ASAP. Dates are confirmed below

(Task 8)

- **Thursday 2nd February and Friday 3rd February 2017: Day Centre**

(Task 10)

- **Wednesday 1st March and Thursday 2nd March 2017: Day Centre**

6. SECRETARY'S REPORT

An article has been submitted for the December edition of Contact and the Town Crier. The November article has been given to Nichola Reay for placing on Town Council noticeboards.

7. TREASURER'S REPORT

An update on the budget was provided.

At the Town Council Finance meeting in November it will be proposed to allocate the Neighbourhood Plan £20,000 for 2017-18.

MF has met with Claire Stewart the Deputy Town Clerk in order to start completing the £1000 grant application.

8. ANY OTHER UPDATES

- Community Centre – AM reported that the Community Centre Board meeting had just been held. The Steering Group was very concerned to hear that the proposed questionnaire was due to be sent out before Christmas and would only be A5. AM had a draft version of the questionnaire but was unwilling to share it without authorisation from the board.

It was agreed that SH should write a formal letter to the Board on behalf of the steering group expressing concern about the questionnaire and requesting to see the draft before it goes to print as its results could be incorporated into the Neighbourhood Plan.

AM also reported that the Community Centre group was drawing up a list of surveys that would need to be done, had discussed a draft business plan and engaged in discussion with some potential tenants.

9. DATES OF FUTURE MEETINGS

The Wesley Centre has now been booked by a paying customer from January on a Wednesday night. Following discussion it was agreed that from January the Steering Group would meet at 8.30pm on the third Wednesday of every month at which time the hall is available. MF to confirm with TWBC.

10 A.O.B.

Terms of Reference for the working groups have now been written and will be circulated as PDF documents.

AM expressed concern about the potential lack of job opportunities in Paddock Wood for incoming residents. He asked if it was appropriate for the Neighbourhood Plan to address this issue.

The future of John Brunt VC was discussed.

11 DATE OF NEXT STEERING GROUP MEETING: Wednesday 21st December 2016, 7pm at 4 Haywain Close.

Dates of future meetings: 18 January 2017, 15 February 2017, 15 March 2017, 19 April 2017, 17 May 2017, 21 June 2017, 19 July 2017, 16 August 2017

Meryl Flashman
17th November 2016