



PADDOCK WOOD NEIGHBOURHOOD PLAN STEERING GROUP  
C/O the Podmore Building, St Andrews Road, Paddock Wood  
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**MINUTES OF A MEETING OF THE NEIGHBOURHOOD  
PLAN STEERING GROUP TO BE HELD ON  
WEDNESDAY 16<sup>th</sup> September 2020 at 7.30PM.**

**PRESENT:** Meryl Flashman, (Chairman of Steering Group, Town Councillor, Heritage Group)  
Carol Williams, (Steering Group Secretary, Town Councillor, and lead for Sports & Recreation Group)  
Andrew Mackie, (Steering Group member & Community Centre Working Party representative)  
Rebecca Roberts, (Steering Group and Green Infrastructure group)  
Jeremy Thompson (Steering Group Member, Resident)  
Sue Lovell (Steering Group Member, Green Infrastructure)  
Mike Ridger (Steering Group Member, Sports & Recreation Group & Town Councillor)  
Richard Barsley (Steering Group member lead for Town Centre)  
Rodney Atkins (Town & Borough Councillor)

**IN ATTENDANCE:** Nichola Reay, Town Clerk

**1. MINUTES OF THE PREVIOUS MEETING**

- The minutes of the meetings held on Wednesday 19<sup>th</sup> August 2020 were agreed.

**2. Information items arising**

- Communications Officer – the application for the grant had been submitted

**3. Recruitment of new steering group members – this would be held over until following meeting**

**4. Reports from Jon Herbert (Troy Planning) and Ben Castell (AECOM)**

A meeting had been held with Borough Officers, AECOM, Troy Planning, the Chairman and Deputy Clerk to discuss how the two master planning processes would work together. Information would be circulated to members.

A community stakeholder meeting was due to be held week commencing 28<sup>th</sup> September. Representatives from the NP group and town council were invited to attend

## 5. Public consultation

Discussion regarding the distribution of the leaflets. Quotes had been obtained for the distribution of the leaflets. SL & NR would agree the printer & distribution.

Barsleys would adapt the posters to the size space available in store. There was limited scope for installing posters in the Town Centre. SL suggested the wall around the delivery bay to Waitrose. She would try to speak to the Communication Officer to see what is possible.

Other possible sites:

- Railings outside primary school
- Board in the Town Centre – the A4 sized leaflets could be used on the notice boards
- Church notice boards
- Would Waitrose café be a possible venue for a display – however the group had to be mindful of social distancing when mounting displays
- Notice boards outside Wesley Centre – SL would contact Denise Haylett

The consultation would last 4 weeks and the once the distribution date was agreed then the closing date would be added to the leaflet.

NR would provide a list of postcodes for Paddock Wood.

Banners – SL asked if the group wanted to go ahead and asked for confirmation of wording, which she had previously submitted.

“Paddock Wood Neighbourhood Plan – Your Town Have your Say”  
With links to social media. QR codes could also be included.

NR would forward of the logo.

The final document for distribution would be forwarded to all members when available.

## 5. Financial report

The current balance is £31,415.79.

## 6. Facebook report

Members noted the attached report. Posts were having to be approved to ensure that it was relevant to the Neighbourhood Plan and not business advertising. The Ice Box Development was the most shared post in the last month.

## **7. Any Other Information**

There would be an update in Contact magazine

Concerns about the lack of members wanting to join the group. MF would email U3A

SL would like to re-start the Twitter account

RB – should try to engage with younger age group, not just teenagers but younger families

CW – youth council would attend if specific issues to discuss. There is a view that Paddock Wood does not provide anything for young people.

RR – 30 – 40 age group need targeting.

MR – he promotes the group in the Athletics Club newsletter

## **DATE OF NEXT STEERING GROUP MEETING:**

The next scheduled meeting is on Wednesday 21<sup>st</sup> October.

Dates and times of future Steering Group meetings:

18 November,

16 December – to be confirmed