Neighbourhood Plan
Agreed Actions 4.7.25

Who	Actions Details	Due Date	Notes
Heather	Circulate the Neighbourhood Plan Project Programme produced by our planning consultant, Hannah.	4.8.25	Attached to this email
Heather	Take specialist advice on the following key questions relating to the Household Questionnaire:	11.7.25	
	a) Is it Individual or Household?	11.7.25	The final referumdum is sent to individuals on Eynsford's electroral roll, it will be
	b) If indiviual age request completion 16 or 18 years?	11.7.25	viewed positively by Sevenoaks DC if we consult with as wide a group of residents
	c) Do we include businesses in Eynsford?	11.7.25	and businesses as possible. In particular they welcome the involvment of the younger
	d) The correct wording for planning questions	11.7.25	population.
	e) Advice on some amenities quesitons	11.7.25	Included in HQ
Gwyn & Heather	To take the agreed text from this meeting and amend in the light of specialist advice, technical advice and produce a workable document, which will faciliate the management of the data collected.	13.7.25	In Word Format
All	To set a date whilst the data collection is in progress to review and develop an action plan if poor rate of return. Meeting in person at Parish Office or via Zoom. Will be cancelled if not required	20.7.25	
Heather	Liaise with Parish Office to get estimates for cost of printing	11.7.25	Printing will be done by Parish Office
Gwyn & Heather	Develop electronic version of HQ plus QR code, using the word document	24.7.25	