

NEIGHBOURHOOD PLAN STEERING COMMITTEE

Agenda for Meeting of Steering Committee at 2.30 pm on Wednesday 14th January 2026 at the Library Ash Road, Hartley. NB PLEASE NOTE LATER START TIME AS PARISH COUNCIL IS ALSO USING THE LIBRARY FROM 12.30PM

1. Apologies for Absence
2. Declarations of Interests {if any}
3. Adoption of Minutes of the meeting held on 3rd November 2025 (copy attached APPENDIX A)

NB The following items refer to draft documents which are circulated for approval but some of these may be amended prior to the meeting and sent to you by the author

4. Review of progress with the Plan.

The latest version of the Draft Plan will be reviewed with Derek Stebbing comments (see attached APPENDIX B)

Sevenoaks DC has issued an SEA Screening Assessment which indicates that the draft Plan is unlikely to have any significant environmental effects and therefore a Screening Assessment is not required

Copies of the draft Plan have been provided to the Council for formal approval. It has been suggested that the Council appoints a working group at its meeting on the 12th January 2026 to go through the document and make a recommendation to approve it at the Council Meeting on 9th February 2026

5. Forward Programme

The Sub Group consisting of Mark, Glenn, Tracy, Gary and myself has been examining the process and documentation for undertaking the Regulation 14 Consultation with residents, businesses,

landowners and “relevant” bodies. We are proposing to undertake a two pronged approach similar to that used by Fawkham, by delivering an explanatory leaflet to every resident, business and landowner in the Parish. This document (**Copy attached as Appendix C**) will advise recipients how they can obtain a copy of the questionnaire, which will be available online and from a variety of locations.

In this respect a draft copy of the Consultation questionnaire is (**attached as Appendix D**)

6. Local Green Spaces.

Derek has advised that landowners must be advised of the proposal to include land in their ownership as a Local Green Space and provide them with an opportunity to comment or object. A draft of a consultation letter is attached as (**Appendix E**)

7. Survey by years 5 and 6 at the two local Primary Schools.

Stephanie contacted the Head Teachers at both local Schools and they approached the Surveys with a great deal of enthusiasm. A total of 147 surveys were completed on four questions (i) What did they like about Hartley, (ii) Is there something that you do not like about Hartley,

(iii) what three words describe Hartley and (iv) If you could change or add one thing what would it be. Surprisingly the replies largely mirrored those replies given by the Adult residents to the same questions.

The report will be incorporated into the Consultation Statement which will feature on the Plan Website under the heading of Supporting Documents