

**NEIGHBOURHOOD PLAN STEERING GROUP**  
**Minutes of meeting held on 21<sup>st</sup> February 2024 at 2.00pm**  
**at Hartley Library**

**1. PRESENT** Chris Alford (Chairman), Gary Andrews, Jim Colwell, Stephanie Cassidy, David Conroy, Gerald Cramp, Mark Heeley, Tracy Longley and Ian Ross.

**2. APOLOGIES FOR ABSENCE** Apologies were received from Glenn Back and Stephen Goss

**3. DECLARATIONS OF INTEREST**

There were no declarations.

**4. MINUTES OF MEETING HELD ON 8<sup>th</sup> JANUARY 2024**

**Resolved** that the minutes be approved and signed as a correct record.

**5. HEALTH CHECK FOR DRAFT NEIGHBOURHOOD PLAN**

Tony Fullwood advised that he is unable to help with a health check on the draft Neighbourhood plan in September 2024, due to pressure of work, but had recommended a company, Intelligent Plans & Examinations which also provided examiners for the Neighbourhood Plans process. Chris approached the company who advised the cost would be in the region of £1,500. Locality has advised that there is funding balance of £4,800 still available to the Parish as long as the Government continue to fund in the next financial year. It was noted that Sevenoaks District Council had also offered to review the draft document before being issued for the health check.

**Resolved that provisional arrangements be made with Intelligent Plans & Examinations to undertake a health check of the draft Neighbourhood Plan in the Autumn and for Sevenoaks DC to undertake a review of the Draft Plan in the late Summer.**

**6. DROP IN CONSULTATIONS – APRIL**

Chris said that he had confirmed the booking of the Church Centre from 5pm until 8pm on the 17<sup>th</sup> April and from 11am until 4pm on the 20<sup>th</sup> April. On both occasions he had reserved an extra hour prior to and after each session for setting up and closing down,

Publicity for these drop in consultations was agreed as follows:

- Parish Council newsletter
- The Hart

- Posters for display on Parish Council boards, etc
- Facebook
- Library
- 2 x banners

**Resolved that funding for the production of 2 x banners be made available from Steering Group funds.**

## **7. DISPLAYS FOR DROP IN CONSULTATIONS**

It was agreed that the following displays will be produced for the drop in consultations and the volunteers named to undertake the production of the items.

- |  |           |
|--|-----------|
| • Welcome/Introduction   | Stephanie |
| • What is a Neighbourhood Plan & Why Needed<br>(to include difference to Local Plan) | Mark      |
| • Description of Hartley   | Gerald    |
| • History of Hartley   | Gerald    |
| • Policies (one board per policy incl plans, etc)                                    | Chris     |
| • Community Engagement   | Tracy     |
| • FAQs   | Mark      |
| • Next Steps & Timeline  | David     |
| • Questionnaire  | David     |
| • Business size cards with website details   | Gary      |

All members to send suggestions for FAQs to Mark.

All papers to be produced in Ariel font and at least size 16.

Draft documents to be issued to all members by 8<sup>th</sup> March 2024 so that they can be discussed at the next meeting on 13<sup>th</sup> March 2024.

## **8. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 13 March 2024 at 2pm in the Library.

The meeting ended at 3.50pm.