

NEIGHBOURHOOD PLAN STEERING GROUP
Minutes of meeting held on 13th March 2024 at 2.00pm
at Hartley Library

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

2. APOLOGIES FOR ABSENCE Apologies were received from Stephanie Cassidy, Ian Ross, Glenn Back and Stephen Goss

3. DECLARATIONS OF INTEREST

There were no declarations.

4. MINUTES OF MEETING HELD ON 21st FEBRUARY 2024

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

5. DROP IN CONSULTATIONS – APRIL

Publicity for these drop in consultations has been arranged as follows:

- Parish Council newsletter
- The Hart, April issue
- Posters for display on Parish Council boards, etc
- Facebook – Chris to ask Perry to add an article in the Hartley Village Life page
- Library
- 2 x banners have been received. Jim/Ian to place at corner of Ash Road/Church Road and on the green at Hoselands.

6. DISPLAYS FOR DROP IN CONSULTATIONS

The following displays are in the process of being drafted/amended for the drop in consultations. All papers are to be produced in Ariel font and at least size 16 with the Hartley logo included at the top of every page.

Welcome/Introduction - being drafted by Mark. One display board will be required.

What is a Neighbourhood Plan & Why Needed (to include difference to Local Plan) - Mark will make amendments to current drafts. 3/4 display boards will be required.

Description of Hartley & History of Hartley - Gerald to draft. One display board required for History and 2/3 boards for the description which will include the Landscape Character Assessment.

Policies - Chris to send the papers currently drafted in jpeg to Tracy in MS Word format. Tracy agreed to make the amendments suggested by the group members and ensure that all formats are the same. The following policies require further amendment as follows:

Policy 5, Heritage Assets – Gerald to update Policy ENV5 section, points 2 & 3
Policy 7, Development within the Parish – Chris to rewrite and connect to ENV1
Policy 8, Housing Mix - Gary will ask RACE to provide report on the Housing Needs Survey early April. Once results received, Chris will amend wording of this paper.
Policy 9, Affordable Housing – to be merged with policy 8.

Community Engagement & FAQs - Tracy to make amendments

Next Steps & Timeline - David to make amendments

Questionnaire - Paper agreed

Business size cards with website details - Cards agreed

Tracy will liaise with Parish Council administrators to arrange for the documents to be printed on A3 paper.

7. BUSINESS SURVEY

5 responses have been received from a total of 35 questionnaires issued. Gary will deliver chaser letters to the businesses which have not responded.

8. HEALTH CHECK FOR THE NEIGHBOURHOOD PLAN

Chris had issued a letter received from Intelligent Plans and asked all members to review and provide him with comments. Chris advised that Locality had indicated that there is likely to be funding available for Neighbourhood Plans in the next financial year.

9. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 10 April 2024 at 2pm in the Library. This meeting will be utilised for finalising any amendments to the papers and setting up the display boards for the drop in consultations in April.

The meeting ended at 4.10pm