

**NEIGHBOURHOOD PLAN STEERING GROUP**  
**Minutes of meeting held on 10<sup>th</sup> April 2024 at 2.00pm**  
**at Hartley Library**

**1. PRESENT** Chris Alford (Chairman), Glenn Back, Jim Colwell, David Conroy, Gerald Cramp, Tracy Longley and Ian Ross.

**2. APOLOGIES FOR ABSENCE** Apologies were received from Gary Andrews, Stephanie Cassidy, Mark Heeley and Stephen Goss.

**3. DECLARATIONS OF INTEREST**

There were no declarations.

**4. MINUTES OF MEETING HELD ON 13<sup>th</sup> March 2024**

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

**5. ARRANGEMENTS FOR THE PUBLIC DROP IN SESSIONS ON 17TH AND 20TH APRIL 2024 AT THE CHURCH CENTRE, ASH ROAD.**

These arrangements were discussed in great detail and the order of the information sheets and maps on the display boards were agreed. Tracy agreed to update the entries

Chris confirmed that the Hall had been booked for the displays on the 17<sup>th</sup> April from 5pm until 8pm and from 11am until 4pm on the 20<sup>th</sup> April. In addition he had booked an hour before the start of each session to arrange the displays and one hour after each session to clear and store the displays.

Volunteers at each display would be as follows:-

17<sup>th</sup> April---Stephanie, David, Mark, Chris, Tracy, Jim, Gerald and Jim.

20<sup>th</sup> April----Chris, Tracy, Perry, Jim, Gerald, Stephanie and Ian.

Jim agreed to sort out the access arrangements for each session.

**6. Outstanding Consultations.**

**(a) Housing Needs Survey**

This Survey had been completed and the report on the findings had been received. Chris said that with the work of preparing for the Drop In Sessions he felt that a number of Steering Group Members had not had a chance to study the findings and

think about how the recommendations should be handled. He was aware that Sevenoaks had received Survey Reports from other Parishes and were reviewing their options. In the circumstances he had sent a copy to Sevenoaks DC with a note to say that the report had not yet been considered by the Hartley Steering Group.

### **(b) Business Survey**

The return date for this Survey had now passed and Gary and Tracy had not had a chance to review the results. In the circumstances both the Surveys will be on the Agenda for the Groups next meeting.

**Resolved that (i) the reports be received and (ii) Gary and Tracy be congratulated on their efforts to secure these Surveys.**

### **7. Completion of Draft Plan.**

Chris reminded the Group of the decision at the last meeting to engage a Planning Consultant to undertake a Health Check and that he had made arrangements for this to be done, in the late Summer, by a firm called Intelligent Plans who had been recommended by Tony Fullwood. In the meantime the Group should undertake a full review once the consultations on the 17<sup>th</sup> and 20<sup>th</sup> April had been completed.

### **8. Fawkham and Hartley Fete**

Chris enquired whether the Steering Group required a presence at the Fawkham and Hartley Fete in June.

**Resolved that in view of the positive responses in previous years the Group the shost a stall at the Fete and submit a half Page advert at a cost of £50**

### **9. Next Meeting**

**Resolved that the next meeting of the Group be held on 15<sup>th</sup> May at 2pm in Hartley Library**

The meeting ended at 3.55 pm

