

**NEIGHBOURHOOD PLAN STEERING GROUP**  
**Minutes of meeting held on 6<sup>th</sup> August 2024 at 2.00pm**  
**at The Firs, Fairby Lane, Hartley**

**1. PRESENT** Chris Alford (Chairman), Jim Colwell, David Conroy, Tracy Longley and Mark Heeley

**2. APOLOGIES FOR ABSENCE** Apologies were received from Gary Andrews, Stephanie Cassidy, Gerald Cramp, Glenn Back and Ian Ross

**3. DECLARATIONS OF INTEREST**

There were no declarations.

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

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

**5. REVIEW PROGRESS OF DRAFT PLAN**

Chris has drafted a section on Community Engagement and will circulate to the group.

The Housing Needs Survey has been sent to SDC and a response is awaited.

The current draft of the Heritage and Historic environment section suggests that two properties be considered as additions to the Listed Buildings and the creation of two Conservation Areas. It was agreed that the Plan should not name these properties/sites but state that they are being considered and will be consulted on.

For the Natural Environment & Biodiversity section of the Plan, Mark raised a concern that there are some gaps and assistance will be required. Chris has made contact with a consultant recommended by the Kent Wildlife Trust regarding the proposed Manor Drive development. David also advised that the Parish Council has recently instructed a survey of Gorse Wood and will provide details of the company who undertook the work. It was agreed that help in drafting the biodiversity section should be sought and Mark would contact the KWT consultant to provide advice on all the biodiversity areas listed in the Plan.

The draft plan is progressing well but all agreed that there will be a need for one or two members of the Group to be responsible for bringing all of the various papers into one document to provide consistency.

A discussion took place on whether to contact landowners in the Parish, eg Billings, Glovers, Southwark Council, etc. It was agreed to contact these landowners prior to

the next consultation due in December 2024. The Parish Office is to be asked to check for all landowners in the Hartley Parish from the Land Registry.

## **6. ARRANGEMENTS FOR PROPOSED HEALTH CHECK**

Locality has advised that they are able to provide a Health Check of the Plan free of charge. It was agreed that Chris will forward the Plan in its current draft to Locality for review prior to sending to SDC. The proposed appointment of Intelligent Plans to undertake this work will be cancelled.

## **7. MEETING WITH SEVENOAKS PLANNERS**

The planned meeting with SDC will be deferred until a response has been received from Locality on the Health Check.

## **11. NEXT MEETING**

The date of the next meeting will be advised once Locality have confirmed that they are able to undertake the Health Check and the timeframe for providing their report.

The meeting ended at 3.45 pm