

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held on 12th March 2025 at 2.00pm at The Library, Ash Road, Hartley

1. PRESENT

Chris Alford (Chairman) Gary Andrews, David Conroy, Stephanie Cassidy, Gerald Cramp, Tracy Longley, Glenn Back, Jim Colwell, Mark Heeley and Ian Ross (Vice Chairman)

2. APOLOGIES FOR ABSENCE

Stephen Goss

3. DECLARATIONS OF INTEREST

None declared

4. MINUTES OF MEETING HELD ON 12th FEBRUARY 2025

An update on the critical road structures was requested and Gerald confirmed that he is producing a policy for inclusion in the Plan. A paper detailing all roads in and out of Hartley has already been circulated to the Group. Chris has asked the Parish Council to undertake a vehicle count.

Resolved that the minutes of the meeting be approved and adopted.

5. PROGRESS ON OUTSTANDING WORKS

Updating the Plan

A further update of the plan has been circulated by Gary together with a note of the outstanding matters following the meeting with Derek Stebbing on 4th March 2025. In future paper copies will be made available at the Parish office. All members were asked to review the updated plan and advise Gary of any required amendments asap.

Community Assets

It was agreed that shops and the dental practice should remain within this category. Gerald agreed to photograph each of the assets for inclusion in the plan.

Local Green Spaces

Gerald had circulated a paper providing information on each site and Tracy agreed to merge the information into the NPPF audit tool. A photograph and map will be required for each site. All members were asked to review Gerald's paper by Wednesday 19th March. Gerald will then send final version to Tracy to complete the NPPF audit tool.

It was agreed to add the Memorial Green and Hoselands Green to the list of Local Green Spaces. The former is also included as a proposed Conservation Area but it was noted that it would take many years for this to be arranged.

Each Local Green Space will need to be referred to its owner in order to gain permission to include in the Neighbourhood Plan. Such responses should then be included in the plan or the consultation statement.

Businesses and Employment

Gary has updated this section in the Plan. It was agreed that the names of businesses should be included.

Consultation Statement

Stephanie has amended the paper and forwarded to Gary who will work with Chris to develop it further as a standalone report. Mark is producing the Basic Condition Report.

Adoption of Documents

A number of documents included in the Neighbourhood Plan need to be adopted by the Parish Council (eg Design Code, Housing Needs). It was agreed that this should take place at the same time as the Neighbourhood Plan is adopted.

It was agreed that Chris, Mark, David and Tracy would meet week commencing 14th April to review the current version of the Plan.

6. MEETING WITH SDC PLANNING OFFICERS

A meeting has been arranged with SDC for 19th March with Chris, Mark and David attending. Agenda will include:

- Update on the Hartley Neighbourhood Plan including revised timeline
- Update on Sevenoaks Local Plan
- Strategic Environmental Assessment and Habitat Assessments
- Local Green Spaces included in Local Plan
- Housing Needs Survey – action required
- Provision of maps
- Regulation 14 consultation document
- Settlement Hierarchy

7. REGULATION 14 CONSULTATION DOCUMENT

Glenn and Mark volunteered to undertake the drafting of this document to include the production of a timetable for the various steps to be taken for the issue of the consultation document to all residents, businesses and landowners together with the public utilities.

8. ANY OTHER BUSINESS

Settlement Hierarchy – Mark advised that SDC had notified Fawkham that they are looking at smaller communities and reviewing the hierarchy scoring. This information was not sent to Hartley. Mark will send the email he received from Fawkham to David.

9. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 7th May 2025 at 2pm in the Library, Ash Road, Hartley.

The meeting ended at 4.00pm.