

**Neighbourhood Plan Steering Group**  
**Minutes of meeting held on 14<sup>th</sup> January 2026 at 2.30pm**  
**in the Parish Library**

**1. PRESENT**

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

**2. APOLOGIES FOR ABSENCE**

Glenn Back, Jim Colwell and Stephen Goss

**3. DECLARATIONS OF INTEREST**

There were no declarations

**4. MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> NOVEMBER 2025**

**Resolved** That the Minutes of the meeting on the 3<sup>rd</sup> November 2025 2025 be approved as a true record and signed by the Chairman.

**5. REVIEW OF PROGRESS WITH THE DRAFT PLAN**

The Group reviewed the latest version of the draft Plan incorporating comments from its Planning Consultant, Derek Stebbing. In addition that Sevenoaks DC had issued its SEA Screening Assessment which indicated that a formal Assessment would not be required. Copies of the draft Plan had been issued to the Parish Council for its formal approval to enable progress with the Regulation 14 Consultations in the Parish for 6 weeks from the 16<sup>th</sup> February 2026.

Outstanding items on the Plan are:

- 2 photos required for LGS. Gerald to provide.
- LGS plans should be OS plans and to 1:2500 scale. This is not required for the Reg 14 consultation but will be needed for the final version of the Plan.
- The Group agreed that LGS08 should be split into LGS08A, Rectory Meadow and LGS08B, Woodland adjacent to Rectory Meadow. Stephen Goss will be asked to provide reports on the latter as well as LGS07 Old Downs Wood.
- Gerald to provide any details on the old Hartley Rectory, the ruins of which are located in LGS08B.
- Consultation statement – all members to send any amendments to Gary/Mark. Tracy to send Mark the feedback from the last walk-ins.

**6. FORWARD PROGRAMME**

The Sub Group reported that it had been examining the process and documentation for undertaking the Reg 14 Consultations. It proposed to undertake a two pronged approach, similar to that undertaken by Fawkham by delivering an explanatory leaflet to every resident etc in the Parish and advising them where and how they can obtain a copy of the questionnaire.

The practicalities relating to the drafting of the questionnaire and leaflet were discussed in detail. Also the requirement for banners/posters throughout the village and production of boards for the walk-ins.

**RESOLVED** That arrangements proposed by the Sub Group be endorsed.

## **7. LOCAL GREEN SPACES**

The Chairman reported that the Planning Consultant had made it clear that the owners of the sites proposed for designation as a Local Green Space in the draft Plan must be notified and given an opportunity to comment.

## **8. SURVEYS BY LOCAL PRIMARY SCHOOLS**

As part of a review of the Consultation Statement it was decided that the two local Primary Schools in Hartley should be invited to take part in a survey of children's view about what they liked or disliked about Hartley and other questions similar to those posed to their parents some 5 years ago. The Headteachers from both schools approached the surveys with great enthusiasm and 147 children in years 5 and 6 took part.

Most surprisingly the results largely mirrored the replies from the adult residents to the same question several years ago. For example the most popular answer to "what don't you like" was the heavy traffic on Ash Road and the need for more crossings

The Group welcomed the Survey and **AGREED that the results should be incorporated in the Consultation Statement.**

## **9. DATE OF NEXT MEETING**

Wednesday 4<sup>th</sup> March 2026 at 2pm in Hartley Library

The Reg 14 Sub-Committee will meet on Monday 2<sup>nd</sup> February at 2pm.

The meeting ended at 4.15pm