

NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES OF MEETING HELD ON 29TH JULY 2026 IN THE PARISH LIBRARY AT 2.00PM

1. PRESENT

Chris Alford (Chairman), David Conroy (Vice Chairman), Gary Andrews, Glenn Back, Stephanie Cassidy, Gerald Cramp, Mark Healey and Tracy Longley

Chris Alford apologised for his absence from meetings due to an injury and he praised the work of Members who had continued with the Group's activities. He also said that he would like Gary Andrews to Chair today's meeting as he had prepared the Agenda and associated papers.

Resolved That Councillor Gary Andrews acts as Chairman for the meeting

2. APOLOGIES FOR ABSENCE

Jim Colwell, Perry Cole, Laurence Glander, Stephen Goss

3. DECLARATIONS OF INTERESTS

There were no declarations.

4. ADOPTION OF MINUTES OF THE MEETING OF THE GROUP HELD ON 15TH APRIL 2026

RESOLVED that the Minutes be approved as a correct record and signed by the Chairman

5. STEERING GROUP & TERMS OF REFERENCE

It was noted that at the last Council Meeting the Terms of Reference had been amended to increase the number of Elected Members from 3 to 4 to recognise Councillor Gary Andrew's election to the Council. In addition it was proposed that Councillor David Conroy stand down as Vice Chairman of the Steering Group and be replaced by Councillor Gary Andrews. This proposal will be taken to the next meeting of the Parish Council for approval.

6. REVIEW OF PROGRESS WITH THE PLAN.

Funding has been agreed for a review of specific aspects of the Plan to be carried out by Derek Stebbing for a maximum period of 3.5 days. Derek will be asked to review the revised Plan as well as the Group's responses to comments received from residents, owners of Local Green Spaces and statutory bodies within the Reg 14 consultation.

Gary will circulate to all members the revised Plan, Appendices and Consultation Statement and Statement detailing the responses received to the Reg 14 consultation. The Basic Condition Statement will follow later. All members were asked to review these documents and send any amendments/comments to Gary **by 24th August**.

SDC will be provided with the same documents and a request for an informal meeting week commencing 24th August to obtain their view on the current draft and for advice on the format of the final document. The Plan will then be sent to the Parish Council for review at the 14th September meeting.

Mark is reviewing the Timeline for completion of the Plan and will circulate.

7. LOCAL GREEN SPACES

One of the sites has been removed, as agreed with the Parish Council. There are five other sites which the owners are contesting being included in the Plan. Letters have been sent to the five owners explaining the reasons for inclusion but no responses have been received. A reminder letter will be issued immediately and if no response is received by 24th August, the five sites will remain in the Plan.

8. LOCAL PLAN

The Parish Council has appointed Tony Fullwood to provide a response to the Reg 19 consultation of the Local Plan which he has estimated to take 6.5 to 7 days. Gary will circulate the remit provided by Tony Fullwood and requested that members advise of any required amendments asap.

Mark agreed to circulate the paper received from Tom Tugendhat MP providing a comparison of the proposed development sites between the Reg 18 and Reg 19 consultations.

The Parish Planning Committee will liaise with this Steering Group which requested that a representative from the Steering Group be included on the Working Group for this matter. Gary agreed to contact Laurence Glander to request that an emergency Newsletter be issued by the Parish advising residents of the Reg 19 consultation period and also discuss the possibility of further Drop-Ins for residents to attend.

9. SEVENOAKS LOCAL LIST OF NDHAs

Although this is a Parish issue, the Group discussed this matter and Gerald provided an update of his work which includes identifying the value of each proposed site to the community and taking photographs of each site. Gerald will detail areas, buildings and archaeological sites which he feels should be included and will bring to a future meeting of this Group for discussion. It was noted that no amendments are required to the Plan from this piece of work.

10. DATE OF NEXT MEETING

The next meeting will be arranged after the meeting with SDC which is proposed for week commencing 24th August.