

## **MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD AT HARTLEY LIBRARY, ASH ROAD ON 22<sup>nd</sup> JANUARY 2026 AT 10:00 a.m.**

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### **Present:**

Cllr D Conroy  
Cllr L Driscoll  
Cllr L Glander  
Cllr B Ramsay  
Cllr I Ross

In attendance:

Mrs J Tyrrell (*Assistant Clerk*)

*In the absence of the Chairman, the Vice-Chairman chaired the meeting.*

### **1. Apologies**

Apologies for absence were received from Cllr L Abraham and Cllr A Oxtoby due to family commitments.

### **2. Declarations of Interest**

There were no declarations of interest.

### **3. Minutes of the previous meeting.**

RESOLVED: That,

the minutes of the meeting of the Planning Committee held on 7th January 2026, be approved and signed by the Chairman as a correct record.

### **4. Planning applications**

**a) 25/03515/LDCEX Woodcote, Ash Road. Existing annexe with raised decking and steps. Ancillary to laundry room.**

**The applicant is asking for a formal legal determination from the Council as to whether a particular use or development is lawful under planning law. Only matters of fact, such as historic use of the site or property, can be considered.**

RESOLVED That,

no *additional* comments be submitted in relation to application 25/03515/LDCEX Woodcote, Ash Road. Existing annexe with raised decking and steps. Ancillary to laundry room.

**b) 25/01835/FUL Mobile Home at Woodcroft, Ash Road DA3 8EY. Change of use of the land for stationing of three static mobile homes. Erection of day room. Parking for 6 vehicles and three touring caravans. Soft landscaping.**

**\*\*Amended application – The original Ownership Certificate which was issued**

**was incorrect. The correct notice was supplied by the agent on 8th January 2026\*\***

RESOLVED That,  
no *additional* comments be submitted in relation to application 25/01835/FUL. Mobile Home at Woodcroft, Ash Road DA3 8EY. Change of use of the land for stationing of three static mobile homes. Erection of day room. Parking for 6 vehicles and three touring caravans. Soft landscaping.

## 5. Planning Decisions

RESOLVED: That,

The following planning decision be received and noted:

Application no	Site	Description and SDC decision	HPC comment
25/02943/HOUSE	Lugano, 9, Round Ash Way	<b>New pitched roof above existing porch. Alterations to fenestration including new bay window.</b>  <b>Granted</b>	No objection
25/03060/HOUSE	Avalon, Ash Road	<b>Single storey front extension with flat roof and rooflight.</b>  <b>Granted</b>	No objection
25/01843/HOUSE	Spanaway, Gorsewood Road	<b>Single storey rear extension. Alterations to fenestration.</b>  <b>Granted</b>	No objection

## 6. Lawful Development Certificate

**a) Reference: 25/03499/LDCPR**

**Site: 28, Wellfield, Hartley**

**Proposal: Proposed single storey side and rear extensions**

Members were requested to note that this application has been submitted to by Sevenoaks District Council to carry out operations described above. As the Parish Council is not formally consulted, this is for information purposes only.

RESOLVED That,

Members noted, for information purposes, that the following Lawful Development Certificate had been submitted to Sevenoaks District Council: Reference: 25/03499/LDCPR, Site: 28, Wellfield, Hartley.

Proposal: Proposed single storey side and rear extensions.

## 7. Tree Preservation Order

### a) Reference: 25/03536/WTPO

**Site: Glebe House, Ash Road, Hartley**

**Proposal: Zone 1 group of mixed deciduous species to cutting of selected coppice stems to near ground level approx. 75-150mm above ground.**

Members were requested to note that this application has been submitted to by Sevenoaks District Council to carry out operations described above. As the Parish Council is not formally consulted, this is for information purposes only.

RESOLVED That,

Members noted, for information purposes, that the following Tree Preservation Order had been submitted to Sevenoaks District Council: Reference: 25/03536/WTPO, Site: Glebe House, Ash Road, Hartley.

Proposal: Zone 1 group of mixed deciduous species to cutting of selected coppice stems to near ground level approx. 75-150mm above ground.

## 8. Neighbourhood Plan

At the meeting of the Council on 12<sup>th</sup> January, Members considered an email dated 21<sup>st</sup> December 2025, received from the Chairman of the Neighbourhood Plan Steering Group.

Members noted that the Steering Group has completed the draft Neighbourhood Plan and that the next stage in the process is to seek the Parish Council's formal approval, following which, a final public consultation will take place.

The Steering Group requested that the Parish Council gives this matter its consideration, particularly with regard to how it wishes to proceed with reviewing the document.

A resolution was made to give the Planning Committee delegated authority to review the draft Neighbourhood Plan and make a recommendation to the Council.

Members are requested to review the draft Neighbourhood Plan and make a recommendation to the Council.

The Neighbourhood Plan was reviewed and the following points were raised;

- a) The Plan states that the Village Hall is owned by the Parish Council but it is actually owned by The Trust.

- b) There were photos of cars with their number plates visible on pages 6 and 23. Members agreed that these should be blanked out or pixelated so that they were illegible.
- c) There were photos of people with their faces visible on pages 20 and 30. Members agreed that these should be blanked out or pixelated so that they were unrecognisable.
- d) On page 22, paragraph 2, reference is made to New Ash Green and Longfield as Parishes. As the Parish Council, is Ash-cum-Ridley Parish Council, Members agreed to remove the word “Parishes” so that the sentence reads as follows;  
*“These businesses employ mainly local people from within the Parish, whilst other residents travel further to businesses in nearby New Ash Green and Longfield ~~Parishes~~ as well as to London and the Medway towns by train, and to Dartford and Gravesend by bus or private transport.”*
- e) In Section 9 of the report, “Appendices”, page 4 refers to LGS01, Billings Hill Shaw. It was suggested to mention the Old Orchard at Billings Hill Shaw and also to mention the project to enhance this area as part of a Community project.

In conjunction with the Neighbourhood Plan Document, Members also reviewed the Neighbourhood Plan Timeline document which explained the timeframe and the stages involved with the consultation process.

All Members present agreed that all the documents within the draft Neighbourhood Plan, with the amendments as suggested above, should be presented to the Parish Council and formally approved.

**RECOMMENDED That,**

- a) The Parish Council approve the draft Neighbourhood Plan, with the amendments listed above.
- b) That the Neighbourhood Plan timeline as attached, be accepted and noted.

## **9. Planning Enforcement Updates**

Members received a verbal update on any enforcement cases.

## **10. Date of next meeting**

The next meeting will be held on 4<sup>th</sup> February 2026, commencing at 10:00 a.m.

The meeting closed at 10:30 a.m.

Signed: .....

Date: .....

Chairman of the Planning Committee.

**NEIGHBOURHOOD PLAN -TIMELINE**  
**AS AT JANUARY 26**

- **Draft Plan- finalised and sent to HPC. SG ensuring all supporting evidence is documented and loaded onto web siteONGOING**
- **SDC Screening Assessment - Confirmation that a Strategic Environmental Assessment is not required confirmed by SDC. Comments from Statutory consultees (i.e. Historic England, Natural England and the Environment Agency) and SDC expected by end of January 2026  
January 26**
- **Submit final draft to HPC for approval January 26**
- **Regulation 14 - Pre- submission Consultation with residents, statutory bodies and SDC- 16th February- 29th March 2026    February/March 26**
- **Review comments from Consultation - review and amend as necessary with Derek Stebbing , and finalise Plan.    April- May 26**
- **Submit Final Plan to Hartley Parish Council for approval    June 26**
- **Regulation 15 -Submit Final Plan and Consultation Statement - SDC for review July 26**
- **Regulation 16- SDC review- publicise and consult with all relevant bodies- 6weeks  
August/September 26**
- **Regulation 17 SDC appoint an Independent Examiner- to assess the Plan and that it meets basic conditions October 26**
- **Review and amend as necessary following Examiner assessment    Dec 26**

- **Parish Residents Referendum (vote) Spring 27**
- **SDC Adopts the Hartley Neighbourhood Plan  
Summer 27**

## **Reg 14 Consultation Actions**

1. Assuming we get the go ahead on the Screening Opinion from SDC (expected by 23rd January), we will launch the formal Pre Submission Consultation period which will run from 16th February to 29th March 2026. This is known as the Regulation 14 Consultation.
2. An A5 Leaflet, printed by HPC, will be delivered to all households in Hartley w/c 9th February, indicating how to access our questionnaire electronically (via our website or QR code) , proposed walk-in days/times/venue, and how to get a hard copy of the questionnaire to complete. All information about the Plan including all evidence documents will be on our website and held at the HPC office.
3. We will arrange for all the links and basic information to also be put on a Facebook page.
4. The Questionnaire sets out all the Policies in the Plan and asks people to indicate agreement or otherwise to each Policy and to make any comments.
5. Letters will be sent to all National Statutory consultees, local District and Parish councils about the Plan with an opportunity to comment.
6. Letters will go to all local landowners and businesses in Hartley advising them about the Plan and with the opportunity to comment.
7. Letters will also go to all Local Green Space owners which have been identified for potential designation in the Plan. and asking for their comments. HPC is the owner of a number of these sites. 21 Local Green Spaces in total have been identified in Hartley.
8. Banners will be erected at various positions around the village advising people of the opportunity to comment.
9. Walk- in days are set for Saturday 14th March (10am-12noon) and Wednesday 18th March (6-8pm) at the Church Centre in Ash road, where boards will be displayed setting out the Policies, and all information on Plan will be available. Members of the Steering Group will be available to answer any questions.
10. Deadline for all comments and questionnaire returns will be 30th March 2026.
11. Once all questionnaires/ comments have been received these will be analysed in conjunction with our professional consultant, Derek Stebbing. Every comment will have to be recorded and we will then decide whether to accept the comment/s or give a reason why not. This is expected to take about 2 months to complete. The cost of utilising the services of Derek Stebbing will have to be funded by HPC as the grant monies for this help are not available after 31st March 2026. Until we know the extent of the comments we do not know the cost estimate for his time.
12. Any proposed amendments to the Plan will have to be referred back to HPC for approval, before final submission to SDC.