

STAPLEHURST NEIGHBOURHOOD PLAN REVIEW GROUP
Minutes of meeting held on 15th August, 2023 at 7.45pm

1. **Present**, Cllr. Margaret Arger, (MA) Chairman, Robin Oakley, Secretary (RO), Joan Buller (JB), Mr. Colin Love(CL), Mr. Tom Burnham(TB), Dr. Richard Smith (RS)
2. **Apologies:** Cllr. John Perry (MBC), Cllr. Paddy Riordan (3G Meeting), Cllr. Joris Eerdikens (JE) (Holiday).
3. **Minutes of Meeting held on 26th July, 2023:** Agreed.
4. **Matters arising.** None.
5. **Housing Needs Survey.** MA reported that the Parish Clerk (RG) had invited tenders from three specialist consultants with experience in preparing housing needs surveys, but only two had submitted bids for the work. The firm offering the lowest bid is CNB Housing and RG has sought references from some of their previous clients, all of which came back with the news that they consider the company did an excellent job and they had no hesitation in recommending them. Although it is not currently part of the current HNS, CNB have experience of including Gypsy and Traveller elements in the HNS. CNB say that they can start work on an HNS in September, 2023. It is noted that G & T sites do not have post codes and if they are to be included in the HNS details of site locations and occupants would have to be obtained from MBC. RG is to be asked to discuss with CNB whether the HNS could be done with an on-line option. RG will prepare a paper giving details of the bids and a recommendation to the Parish Council for its next meeting.
6. **Neighbourhood Plan.** A Zoom meeting is planned to take place between RG, MA and Feria to discuss the way forward for them to produce the next Neighbourhood Plan, given that it will be too expensive to employ another planning consultant. It is generally felt that the next NP should be in portrait style format with a more appropriate style as that produced 7 years ago is somewhat outdated. The meeting will take place on a date sometime between 4th and 8th September. JB has produced a list of design policies which will be passed to Feria with a view to their being included in the NP.
7. **Resident Survey.** Colin Love's draft survey was discussed and some amendments and additions discussed. CL said that we need to show an explanation of how the council tax, once collected by MBC, is allocated to KCC, MBC, Kent Police Authority and Staplehurst Parish Council. CL will update his suggested survey document and this will then be forward to the PC with a recommendation that a Resident Survey will be carried out in order to provide the PC with the views of the residents as what the PC should be doing. It will also provide important information which can be used when preparing responses to planning applications. There will be cost implications in carrying out a Resident Survey and this will need to be discussed at the next meeting of the PCs Finance and Strategy Committee and then by the full council.
8. **Consideration of Headcorn Neighbourhood Plan.** It was discussed and agreed that whilst Headcorn's NP is an excellent document, it would be too expensive to use their author rather than Feria for our NP.
9. **Any other business.** RS, MA and TB all confirmed that for various reasons they would be unable to attend a meeting of the Group planned provisionally for 20th September, 2023.

Provisional dates for future group meetings in the Youth Club are:-
20 September (NB.substitute Chairman needed)
18 October (NB.substitute Chairman needed)

The meeting closed at 9.25pm.

Robin Oakley 16 August, 2023