

STAPLEHURST NEIGHBOURHOOD PLAN REVIEW GROUP
Minutes of meeting held on 28th March, 2024 at 7.45pm

1. **Present**, Cllr. Margaret Arger, (MA) Chairman, Robin Oakley,(RO) Secretary, Richard Griffiths, Parish Clerk(RG), Cllr. Adele Sharp (AS), Alison Eardley, Neighbourhood Plan Consultant (AE), Cllr. Joris Eerdeken (JE)
2. **Apologies:** Mr. Richard Smith, Mr. Tom Burnham, Mr. Colin Love, Mrs. Joan Buller.
3. **Did Not Attend:** Cllr. Paddy Riordan, Cllr. John Perry (Attending MBC Planning)
4. **Minutes of Meeting held on 21st February, 2024:** Agreed. although it was noted that the heading was incorrectly dated.
5. **Matters arising.** None.
6. **Housing Needs Survey 2023.** RG confirmed that the HNS has been accepted by the full Parish Council so it can now be used in debates with developers, when preparing comments on planning applications and it can also be used to underpin the new NP.
7. **Residents' Survey.** RG confirmed that approximately 200 surveys have been returned so far; approximately 100 of which were completed online, the remainder being completed as paper copies which will take time to load on to the computer. The closing date for returns in 8th April and RG is suggesting to the full council that the general findings should be presented at the Annual Parish Meeting on Wednesday 15th May 2024.
8. **Neighbourhood Plan.** AE has prepared the first draft of a NP Task List which invites group members, councillors and others to take responsibility for preparing various sections, and a Programme for the work, both dated February, 2024. Both these documents have been circulated with the agenda for the meeting. Some discussion took place as to who would take on various tasks and these tasks are as follows:-

Write a Foreword Parish Council Chairman

Proofread the document Robin Oakley

Produce photographs Alison Eardley to produce a list of what photographs of Staplehurst she requires.

Updating the Parish Council Website and ongoing social media/communications.	Parish Clerk
Station redevelopment	Parish Clerk to contact Network Rail.
Environmental matters	RG to discuss with Cllrs. Pett and Ash their possible involvement with this section.
Footpaths and PROW	RG to discuss with the Footpaths Group and seek their involvement.
Open spaces and Views	RG to invite via social media, submissions as to open spaces which residents would like to see identified in the NP, also details of scenic views worthy of preservation.
Public transport	RO to prepare a summary of the public transport services by rail and bus serving Staplehurst.

9. Staplehurst Conservation Area Event - 22 February, 2024. RG reported that this event was held by Maidstone Borough Council in the North Hall of the Community Centre. As a result of this, RG had had discussions with MBC's Conservation Officer, Janice Gooch, about the need to have a Conservation Area Design Code. It was agreed that AE would discuss this with MBC planners when she meets with their officers to discuss the Parish Council's Design Code Version 8.

10. Any other business. There was no further business and the meeting closed at 9.45 pm.

11. Dates of next meetings are provisionally agreed as follows. 25 April, 16 May, 6 June, and 25 July, 2024. Timings to be confirmed.

Robin Oakley

29 MARCH 2024