

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING  
STEERING GROUP OF KINVER PARISH COUNCIL HELD ON THURSDAY 11<sup>TH</sup>  
FEBRUARY 2021 AT 7.00PM VIA ZOOM SOFTWARE**

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Present: Councillors Mrs C Allen, S Anderson, Mrs E Lord, G Sisley, P Wooddisse ,  
M Smith, District Councillor Mrs L Hingley and Miss F Holloway, Mrs Becke,

Also in attendance Miss J S Cree and Mrs M Fullwood

1. To receive apologies of absence.

Apologies were received from Councillors E Simons, Miss V Webb and Mrs L Dew  
members

2. To receive the minutes from the meeting held on the 28<sup>th</sup> January 2021

The minutes of the of the meeting of the Neighbourhood Plan Steering Group held  
on the 28<sup>th</sup> January 2021, having been circulated previously, were approved as a  
true record of the proceedings.

3. To welcome new steering Group members

Members welcomes Fiona Holloway to the Group and District Councillor Mrs L  
Hingley.

4. Site Allocations

The Chairman Mrs C Allen reported that she had spoken with the Officer dealing with  
the Site Allocations Annette Roberts. She had informed her that if the Group had a  
list of sites they could put these forward for consultation. The Chairman explained  
that the Group would like to enable the Community to be consulted in putting forward  
sites to the process, and the Groups would like to lead on this as opposed the  
District Council.

She was informed by the District that It is hoped by late Autumn the sites and the  
consultation will be concluded and be ready to be presented to the Secretary of  
State.

It was agreed that the Chairman write again to the officer to ask for a written  
response to the Groups request to be able to lead on the Site Allocation process for  
Kinver Parish.

Action Councillor Mrs C Allen

Members discussed if they were able to lead on this they would be able to circulate the consultation to every household using the KOBRA volunteers, with an online consultation also. For the return of the paper forms a freepost service could be used.

5, Housing Needs Assessment / Survey

AECOM will be able to prepare a housing needs assessment. This data is always retrospective as they use Census Data which will be from 2011. If we wait for the new Census data which takes place in 2021, the results will not be published for 2 years.

With regard to the Housing Needs Survey, the Clerk has had an email from the Housing Association and they will undertake the survey for us, in conjunction with South Staffs District Council, the cost would be shared and our portion of the cost would be £500. For this sum we will get:-

Printing and posting of surveys including the covering letter from the Parish Council

Written report from an independent Rural Housing consultant summarising the findings (I can ask permission of another Parish Council to share an example with you if you wish)

The only thing you will need to do is compose a covering letter, similar to the example I sent in a previous email.

It was agreed to proceed with the above assessment / surveys. The Clerk has also added this onto the Finance agenda for confirming funding from the Contingency sum ring fenced for the project, until this can be claimed for from the Locality Grant.

6. Meeting Frequency

It was agreed to hold fortnightly meetings for the present time, and review them at a later date to being monthly.

7. Additional Items for discussion

The Clerk and Assistant Clerk agreed to look at the Community Consultation and social survey elements of the Plan.

8. Date of next meeting

22<sup>nd</sup> February 2021 at 7.00pm

8<sup>th</sup> March 2021 at 7.00pm

22<sup>nd</sup> March 2021 at 7.00pm

Meeting closed at 8.15