

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING
STEERING GROUP OF KINVER PARISH COUNCIL HELD ON MONDAY 22ND
FEBRUARY 2021 AT 7.00PM VIA ZOOM SOFTWARE**

Present: Councillors Mrs C Allen, S Anderson, Ms E Lord, G Sisley, P Wooddisse , M Smith, E Simons, Miss V Webb and Miss F Holloway, Mrs Becke, Mrs L Dew.

Also in attendance Miss J S Cree and Mrs M Fullwood

1. To receive apologies of absence.

District Councillor Mrs L Hingley sent her apologies.

2. To receive the minutes from the meeting held on the 11th February 2021

The minutes of the meeting of the Neighbourhood Plan Steering Group held on the 11th February 2021, having been circulated previously, were approved as a true record of the proceedings.

3. To welcome new steering Group members

Members welcomes Mrs L Dew to the group.

4. To receive an update in relation to Site Allocations (Cllr S Anderson)

Councillor S Anderson updated members on the back ground of this item.

The documents for site allocation consultation are virtually ready to be sent out to parishioners. It was agreed to send the final draft round to all members of the Group and forward to SSDC.

No contact has been received from SSDC relating to the Group undertaking / being involved with the consultation process. A meeting has been set up with Councillors Mrs C Allen, Mrs E Lord, the Clerk, Louise Kirkup and District Officers, to discuss this further.

The Clerk has submitted the technical request for AECOM for the Site Allocation process. Hopefully a representative of AECOM will be able to join the meeting.

5. Housing Needs Assessment / Survey update following Finance meeting on the 17th February (J Cree)

The Clerk has asked the Housing Association to start the Housing Needs Survey on the group's behalf, as the Finance Committee agreed the use of the £500 towards our portion of the cost.

The Housing needs assessment has been requested to be undertaken and prepared by AECOM. They use Census data from 2011, but it is an in-depth assessment

which will include the whole population. This will supplement the survey which is up-to-date, but likely to have incomplete response.

6. Design Code : Technical support and next steps (Cllr E Simons)

The representative from AECOM has spoken to members of the Group and has appointed a contact from their organisation to work with the Group. Dave Marsh has also agreed to help with this part of the process.

7. Questionnaire:

a. Document progress (Cllr E Lord)

The questionnaire broad terms are prepared and the content is almost complete.

A document that has to accompany the questionnaire has been drafted by Louise Kirkup, and this will be on the website to be read alongside the questionnaire.

The sections that need to have details added are below:-

Describe Kinver – ES

(Mrs A Becke will forward what info she has, and the Civic and Historical Society will also be contacted by Councillor P Wooddisse)

Community and Recreation facility / assets – AB

Natural Environment – SA

Built Heritage – ES

Economy and Business – PW

Sustainability and Development – MS

Housing -

Councillor Ms E Lord will forward copies of the draft she has from Louise and an example from another NDP. Mrs L Dew will also help with proofreading and design on this part of the project.

Councillor Mrs C Allen reported she had spoken to the Clerk at Chaddesley Corbett, they were assisted by Worcester County Council to send out the questionnaire and they analysed the results for them. They were charged £3000 from Worcester CC. The Worcester Hive is a useful source of historic info, but it appears Staffs does not have an equivalent service.

They are sending over their questionnaire and documents to help us with our questionnaire.

Councillor S Anderson reported he had set up a basic survey monkey questionnaire, the free software does basic analysis and if you subscribe you get better analysis.

b. Preparation for Consultation (J Cree)

This is still on-going and she should be able to report back at the next meeting. She will liaise with Louise on this also.

8. Additional Items for discussion

There were no additional items.

9. Date of next meeting

8th March 2021 at 7.00pm

22nd March 2021 at 7.00pm

Meeting closed at 8.00pm