

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING
STEERING GROUP OF KINVER PARISH COUNCIL HELD ON WEDNESDAY
28th OCTOBER 2020 AT 6.00PM VIA ZOOM SOFTWARE**

Present: Councillors Mrs C Allen, Mrs E Lord, S Anderson, Miss V Webb, G Sisley

Also in attendance Miss J S Cree and Mrs M Fullwood

1. To receive apologies of absence.
Apologies for absence M Smith, E Simons and P Wooddisse
2. To discuss the items required to start the process of the Neighbourhood Plan

The following items were raised:-

- The grant application has been approved and the first phase funds are due to be received.
- On Tuesday a small group met to discuss the Questionnaire topics and brief layout, Councillor Mrs E Lord to run the layout and topics when in the correct format past Louise at Kirkwells.
- One of the questions to be clarified is the age limit for the questionnaires this to be discussed with Louise.
- Should they be completed per individual or per household. It was suggested to have a box to circle to be clear which one you are completing the form for.
- With regard to GDPR clarification is required again from Louise about what level of personal detail we should request and how this should be managed to comply with GDPR requirements.
- Circulation was discussed of the questionnaire it was suggested that it may be possible to have an insert in the CA Newssheet if paid for , the Clerk to look into this option, also using online Survey Monkey to distribute and collate the questionnaire electronically.
- Councillor E Simons is collecting relevant documents that may be useful for the plan, and these will soon be stored in a dedicated cloud for the project. 8)
The website should be going live in a week or so.

Action points from the above items:-

Clerk to contact CA Newsheet

Cllr Anderson / Sisley to meet and discuss questionnaire questions and layout with the Clerk on Tuesday 3rd November at 10.00am.

Councillor Mrs E Lord to contact Louise Kirkwell re questions relating to the questionnaire

3. **Date of Next meeting**

11th November @ 6.00pm via zoom. (with Kelly Harris and Ed Fox of SSDC)