

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING
STEERING GROUP OF KINVER PARISH COUNCIL HELD ON TUESDAY 6TH
APRIL 2021 AT 7.00PM VIA ZOOM SOFTWARE**

Present: Councillors Mrs C Allen, Mrs E Lord, P Wooddisse , M Smith, E Simons, Miss V Webb, District Councillor Mrs L Hingley , Mrs Anne Becke and Miss F Holloway.

Also in attendance Miss J S Cree and Mrs M Fullwood

1. To receive apologies of absence.

Councillor G Sisley and Mrs Dew sent their apologies.

2. To receive the minutes from the meeting held on the 22nd March 2021

The minutes of the meeting of the Neighbourhood Plan Steering Group held on the 22nd March 2021, having been circulated previously, were approved as a true record of the proceedings.

3. To discuss the timeline for the project.

The timeline for the project was agreed and is attached as appendix 1 to the minutes of this meeting.

4. To discuss the issues and options questionnaire for completion by the next meeting.

The questionnaire to date has been submitted to Louise at Kirkwells, and she has agreed the content is ok. It was agreed to add to the bottom of the questionnaire / amend the last line an extra statement to say if you would like to take part in future consultations, please let us have your contact details and we can post / email the details.

Action: All members

5. To agree the distribution process for the questionnaire

It was agreed that the first consultation will be posted to each household, and with the above question added the second will only be sent directly to those that have expressed an interest but will be publicised for anyone to ask or download a copy.

The final document has to be ready and signed off at the next meeting to get it to the publishers in time for the mailing.

The Clerk is waiting for the mailing details from the District Council and she will check if the list provided is all households in the Parish including those that have elected to be removed from the public register.

Action: Clerk to progress

6. Updates on the Housing Needs Survey / Assessment

The Housing Needs Survey questionnaire needs to be finalised, but there is still no date from the Housing Association when they will be ready to circulate the document to all households.

Action: Clerk to progress

7. To agree the next grant phase application

The next grant needs to include the following items:

Hire of KSCA rooms for consultation

Fees from Kirkwells

Printing, banners, questionnaire / envelopes

Secure post boxes for out of the centre of the Parish for questionnaires to be returned.

Action: Clerk to submit.

8. Any Other Business

The Group discussed the lack of communication from the District Council in relation to the Site Consultation element previously discussed. It was agreed that Councillor E Simons would write a letter to the District Council on the Groups behalf.

Action: Councillor E Simons

9. Date of next meeting 19th April 2021

Meeting closed 8.15pm

Plan and Checklist for Consultation on Issues and Options, NDP

Timetable for Issues and Options consultation actions

Target dates, working backwards

Item	Public date	Indicative date
Return of Questionnaire	30 June 2021	
Send out Questionnaire; Post documents and publicity etc on NPLAN website and others, with links		17-30 May
Post initial publicity around village		? 10 May
Printed questionnaires returned to us		10 May
Finalise design of A3 posters etc for publicity around village; and other display material to be printed in house		3 or 4 May (meeting)
Finalise I&O supporting document, including approval by Louise Kirkup		3 or 4 May (meeting)
Final Questionnaire text to printer		30 April
Proofs of Questionnaire to printer		24 April
Finalise Questionnaire and approve by SGroup and Louise Kirkup Finalise text of any banners etc and approve by SGroup		19 Apr (meeting)

Dates of consultations etc

Item	Public date	Indicative date
In-person consultation 2, KSCA main hall 10 – 2pm	12 June	
In-person consultation 1, KSCA main hall 10 – 2pm	22 May	(Covid restrictions lifted 17 May)
Telephone availability of SG members		Ca 19 May to 30 June
Email publicity to Kinver organisations		Ca 19 May
Zoom engagement sessions 7 – 8.30pm		24 th May 15 th June