

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING  
STEERING GROUP OF KINVER PARISH COUNCIL HELD ON MONDAY 19<sup>th</sup>  
APRIL 2021 AT 7.00PM VIA ZOOM SOFTWARE**

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Present: Councillors Mrs C Allen, Mrs E Lord, P Wooddisse , , Miss V Webb, G Sisley, District Councillor Mrs L Hingley , Mrs Anne Becke

Also in attendance Miss J S Cree

1. To receive apologies of absence.

Councillors E Simons and M Smith; Mrs M Fullwood, Mrs Dew and Miss F Holloway sent their apologies.

2. To receive the minutes from the meeting held on the 6<sup>th</sup> April 2021

The minutes of the meeting of the Neighborhood Plan Steering Group held on the 6<sup>th</sup> April 2021, having been circulated previously, were approved as a true record of the proceedings.

3. To discuss the final issues and options questionnaire for completion by this meeting.

The final draft needs to be submitted to the printers by the end of the month.

Members were asked to read the 2 documents (Issues and Options / Questionnaire) and submit any comments asap, then the final draft will be circulated to the consultant and members of the Steering Group, to be finally reviewed and submitted to the printers.

Members discussed having work buddies and it was agreed that Cllrs G Sisley, P Wooddisse and Mrs E Lord would work together to get the final questionnaire and Issues and Options document ready for printing.

**Action:** Cllrs G Sisley, P Wooddisse and Mrs E Lord to prepare final draft documents.

4. To agree and finalise the distribution process for the questionnaire

It was agreed to use the fulfilment service to print, envelope and mail the questionnaire for the group.

Mrs Anne Becke, Cllr Mrs C Allen and Miss J Cree will work together on publication materials and banners.

**Action:** J Cree, Mrs A Becke and Cllr C Allen

In addition to the above the survey monkey version of the questionnaire needs to be completed. Councillor Mrs E Lord will discuss this process with Mr A Calloway to ask for advice.

**Action:** Cllr Mrs E Lord

5. To discuss the option of cooperation with Codsall NDP

Members discussed the option to work with Codsall Parish Council to share knowledge particularly with regard to dealing with planning. Members agreed if the consultants engaged with both Councils are happy to work together they would support this initiative.

**Action** Cllr Mrs E Lord to contact Kirkwells.

6. Updates on the Housing Needs Survey / Assessment

Members felt that the Housing Needs survey should be undertaken after the first questionnaire for the Neighbourhood Plan has been sent out.

**Action:** J Cree to contact Lesley Birch to discuss further.

7. To receive an update on the timeline for the project and allocate members to undertake tasks for public information sessions via zoom, phone and KSCA.

The agreed timeline is still the line being worked towards. Names need to be allocated against the sessions at the KSCA, and also who will take part in the zoom sessions. Members agreed all members should take part and timings allocated nearer the time.

8. To receive an update on the next grant phase application

The grant form can now be prepared as the decision on the distribution has been made. Miss Cree will prepare the draft claim and submit it for checking by Cllrs Mrs E Lord and Mrs C Allen.

**Action:** J Cree

9. Any Other Business

Members discussed the letter that was to be sent to the District Council expressing the Groups concerns over the lack of response from the District Councils officers in relation to planning matters and the Neighbourhood Plan.

**Action:** Email to be sent requesting a response by return to the last email sent to the Districts Officers.

It was agreed to put in with the annual Parish Mailing a flyer about the Neighbourhood Plan to raise awareness.

**Action:** Mrs M Fullwood

10. Date of next meeting

Tuesday 4<sup>th</sup> May 2021 meeting closed 8.30pm

## 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		19 Apr (meeting)
Finalise text of any banners etc and approve by SGroup		

### 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 <sup>th</sup> May 15 <sup>th</sup> June