

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING  
STEERING GROUP OF KINVER PARISH COUNCIL HELD ON MONDAY 17<sup>TH</sup>  
MAY 2021 AT 7.00PM VIA ZOOM SOFTWARE**

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Present: Councillor Mrs E Lord and Miss Emily Stokes

Also in attendance Miss J S Cree and Mrs M Fullwood,

1. To receive apologies of absence.

Councillors Mrs C Allen, G Sisley, P Wooddisse , E Simons, Miss V Webb, and Mrs Anne Becke, District Councillor Mrs L Hingley, Mrs Dew and Miss F Holloway sent their apologies.

2. To receive the minutes from the meeting held on the 4<sup>th</sup> May 2021

The minutes of the meeting of the Neighborhood Plan Steering Group held on the 4<sup>th</sup> May 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 is virtually ready for printing and to be put on the website for the 1<sup>st</sup> June.

**Action:** Cllr Eunice Lord to proof read and pass on the finished document for printing.

4. To receive an update on the finalise the distribution process for the questionnaire

The questionnaire has ben submitted to the printer, the banner has been ordered and the art work needs to be finalised before printing. The window in the Office has been cleared ready for the display to be put in.

The questionnaire will be online using Survey Monkey and is currently being tested ready to go live on the 1<sup>st</sup> June.

**Action:** Clerk to circulate the artwork to the group and complete the window display.

5. To receive an update on cooperation with Codsall NDP

There is little process to report since the last meeting.

**Action:** Councillor Mrs E Lord to follow up.

6. To receive any updates on the timeline for the project and allocate members to undertake tasks for public information sessions via zoom, phone and KSCA.

The timeline as attached as appendix 1 to the previous minutes.

**Action:** Clerk to contact members to organise the phone rota for June.

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

The Clerk has spoken to Locality to discuss the next application, and they are waiting for our submission. The figures just need to be approved by the Councillors Mrs E Lord and Mrs C Allen and it can be submitted when all known costs are available.

**Action:** Clerk to submit grant application.

8. Update on visit from Louise Kirkup

Louise is hoping to visit Kinver in early June.

9. Any Other Business

None was reported.

10. Date of next meeting Tuesday 1<sup>st</sup> June 2021

Meeting closed 7.30pm