

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING
STEERING GROUP OF KINVER PARISH COUNCIL HELD ON MONDAY 28th
JUNE 2021 AT 7.00PM VIA ZOOM SOFTWARE**

Present: Councillor Mrs C Allen, E Simons, G Sisley, E Lord, Miss Emily Stokes,
Miss Alexandra Roche

Also in attendance Miss J S Cree

1. To receive apologies for absence.

Councillor P Wooddisse, District Councillor Mrs L Hingley and Mrs M Fullwood, Mrs Dew, Mrs Ann Becke and Miss F Holloway sent their apologies.

2. To receive the minutes from the meeting held on the 14th June 2021

The minutes of the meeting of the Neighborhood Plan Steering Group held on the 14th June 2021, having been circulated previously, were approved as a true record of the proceedings.

3. To receive an update on the next grant phase application and agree action
The grant application was agreed as appendix 1 is to be submitted as soon as possible for the maximum of £8000.

Action: Clerk

4. To discuss community engagement and agree next steps,
(school/college ages (simplified approaches), young adults, businesses)

Miss Alexandra Roche will prepare a spreadsheet with the details of organisations and how we may be able to interact with them, such as **talking** to Play Groups etc.. Guides / similar groups could look at information for badges.

Action: Alexandra Roche.

Business – Councillor Geoff Sisley has been talking to the **businesses**, and is trying to get the **businesses** to **liaise** together. Geoff will **liaise** with Kinver Online - Andy Calloway and discuss further.

Action: Geoff Sisley

5. Next Steps: how to start working up Draft Proposals.

Now that the questionnaire is ending, we need to start creating proposals. It was suggested that looking at recent NDPs, could provide ideas on types of policy and how best to write them to make them effective. Suggested sites include: Alderley Edge (<https://www.alderleynp.com/>); Biddulph, which Hannah

was involved in (<https://biddulph.co.uk/wp-content/uploads/2020/11/Biddulph-Neighbourhood-Development-Plan-2020-FINAL.pdf>).

Action: All members

6. Building the evidence and document base:
Councillor Eunice Lord suggested setting up a central location (on Dropbox or other cloud facility) to hold documents and evidence as we build the Plan.

Action: Eunice Lord

7. Liaison SSDC re Next Steps
To build the Evidence Base, we will need to request disclosures from SSDC. Discussions need to take place with the requirements for a list of required documents from the various Councils / organisations, members to give Councillor Eunice Lord the details to collate.

Action: All members

8. Any Other Business
We need to invite the consultant to a zoom meeting in the next couple of weeks, Councillor Eunice Lord will liaise with the Consultant on what we need to prepare for the meeting. Possible dates of the 17th or 24th July.

Action: Eunice Lord

9. Date of next meeting Monday 12th July 2021

Meeting closed 8.30pm

Appendix 1 to the Nplan minutes held on the 28th June 2021

Next Nplan Grant submission June 2021

Survey Monkey Cost	£ 384.00
Parcel Hub – Questionnaire postage and printing	£ 2,389.63
FM Branding Banner	£ 204.21
Supplies for KSCA day	£ 22.00
Next phase of NPLAN support Consultation	£ 4,200.00
Room Hire ??	
Second consultation costs (banner / room hire) ??	£ 204.21
Zoom subscription	£ 144.00
Consultants Site Visit	£ 200.00
Total of grant to be submitted	£ 7,748.05
Grant remaining to be claimed.	£ 8,000.00
Balance to claim Sundries Postage admin	£ 251.95
Reserve funds from Kinver Parish Council - £5000	£ 5,000.00
Housing needs survey	£ 500.00
Balance remaining	£ 4,500.00

Grant received to date 1/2/21	£ 2,000.00
Expenditure to date relating to the grant:-	
Domain Name	£ 57.52
Kirkwells invoice 12/11/20	£ 980.00
Kirkwells invoice 16/03/21	£ 980.00
Kirkwells invoice 18/03/21	£ 40.00
Total	£ 2,057.52