

NEIGHBORHOOD PLAN STEERING GROUP

Meeting held on Thursday 16th December 2021 at 7.00 pm by Zoom

Present: District Councillor L Hingley, Councillors G Sisley, E Simons, C Allen, E Lord; Mrs L Roche, Miss A Roche, Mrs J Metcalfe, Consultant Ms H Barter

At this meeting, Hannah Barter discussed the process for getting from draft policies to submission of the Plan.

1. How the NDP interacts with the Local Plan

Hannah pointed out that evidence collated for response to the Local Plan Review is equally relevant to the NDP.

The NDP takes account of the ADOPTED Local Plan (ie the developments on Hyde Lane (completed) and White Hill 1 (planning permission granted)).

Kinver NDP are not making housing site allocations at this stage. However we will use the Housing Needs Assessment (from AECOM) and historic planning statistics to assess the level of growth required, and how much will arise naturally.

2. How to make policies work

The strategy for creating policies which will be implemented was discussed. Phrases like “make clear how ... meets the policy test” are useful. It will require continued input of time both talking to developers and reviewing proposals to ensure that policies are adhered to.

3. Next steps: Screening version

The next milestone is submission of a screening version to South Staffordshire DC. This requires:

- Policies in near-final form (UVE consultants are revising the first draft. The NDP SG to submit any further amendments as soon as possible.)
- Policy document completed with purposes and brief rationale
- A supporting evidence document. (Mrs J Metcalfe kindly agreed to contribute to collating this document)
 - o Action: EL, JM
- The Green Spaces proposals completed, on SSDC's standard proforma, with rationale, supporting evidence, maps, photographs and vital statistics; and a decision of the final set to go forward.
 - o Action: LR, EL
- Complete the proposed additions to the Local List of heritage assets, with rationale, mapping as above
 - o Action: ES
- Consultation on the proposed Green Spaces and Heritage Assets (3 weeks, Jan/Feb)
- An informal zoom with SSDC, to discuss the draft policies prior to submission.
- At Screening, SSDC will check for compliance with the 'basic conditions' of a Neighborhood Plan, check with statutory consultees, and confirm whether it needs SEA (Strategic Environment Assessment) or HRA (Habitat Risk Assessment). Both are unlikely.
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4. Additional policies for consideration

Potential additional policies were discussed, including:

Agricultural Diversification

There was consensus that re-use of agricultural and rural buildings for employment would be supported. The group need to confirm that we want an Agricultural Diversification policy in the Economy section.

Brownfield Employment Sites. There was general agreement that such sites exist and should be used. Discussion centered on Prestwood. If it can be demonstrated that the footprint is genuinely brown field then it will usually get through.

Prestwood as a specific policy. Include plan of site, and exact description of what we want to support (Action: CA). IF we wanted to include extra land beyond the brown field footprint, which will be green belt, this is not in our power but we can make the case, test against green belt criteria. Use HNA to define case for more specialist care.

7. Dates of next meetings.

Monday 10 Jan 7 pm: Steering Group meeting in person, Parish rooms.

**MINUTES OF A MEETING OF THE KINVER NEIGHBORHOOD PLANNING STEERING GROUP
OF KINVER PARISH COUNCIL HELD ON MONDAY 10th JANUARY 2022 AT 7.00 PM AT 95
HIGH STREET, KINVER**

Present: Councillors Mrs C Allen, G Sisley and Ms E Lord, Mrs L Roche, Miss A Roche.

Also in attendance Miss J S Cree

1. To receive apologies for absence.
Councillor E Simons, District Councillor Mrs L Hingley, Miss E Stokes and Miss Fiona Holloway sent their apologies.
2. To receive the minutes from the meeting held on the 6 and 16 December 2021
The minutes of the meeting of the Neighborhood Plan Steering Group held on the above dates, having been circulated previously, were approved as a true record of the proceedings.
3. To review progress and further actions and deadlines:
 - a. Local Green Spaces : LR/EL

Mrs L Roche has completed the majority of the templates of each plots and numbered them all, she asked for confirmation / comments on the following green spaces:-

1. New Wood / Hyperion Road – Mrs C Allen will have a look at that area with regard to comments for the paperwork and photos
2. Riverside N of Anchor cottages – what is it used for? Need to consider if this has a good case. We cannot designate the whole of the Canal and River Corridor as green space, but we could define it as a landscape area, with policies.
3. South Staffs Show fields – how long have these been in use?
4. Kinver Edge Farm Shop – how long has this been there?
5. Field on right – entering Dunsley – does anyone know about the pond marked on the map?
6. Jubilee Gardens – when what is created – clearly some of what is there dates from 1977.
7. Sterrymere / KSCA triangle of land – the SG felt this was not a strong site, to be reviewed.
8. Fairy Glen – photos were requested
 - 1)

Mrs C Allen also proposed adding fields near Sugarloaf Lane / Roman Road – on the boundary of the conurbation.

Mrs L Roche will share the draft documents for each Green space for comments to be made / additional details with the group. If there any areas to be added to bring them forward. If there any photos of the areas that people have, please pass them to the group.

Action: Group – to look at paperwork for Greenspaces and make comments

Green spaces need land registry we need the land-owners details – the Clerk to buy the names using the N-Plan funds for each Green Space.

Action: Clerk to buy title details for each Green Space using Nplan funds.

b. Local Heritage Assets: ES

Councillor E Simons will be looking at his area and get information to the SG by the agreed deadline of the 19th January 2022.

Action: Councillor E Simons to finalise Local Heritage list by 19th January.

c. Evidence document: EL/JM

2) The Clerk reminded the group that the Annual Parish Meeting mailing will be going out at the end of the month, if there was any information required to be circulated. The Clerk will ask Mrs Fullwood to highlight groups that, may be of interest to the Neighbourhood Plan.

3) **Action:** Clerk / Mrs Fullwood to summarise list of organisations.

The Evidence document listing national/district policies relevant to the NDP has now been updated with the 2021 NPPF by Mrs J Metcalfe.

The housing needs assessment has been received and contains much useful info for the NDP. The final Design Code is still awaited.

Mrs J Metcalfe has agreed to look at designing / collating the draft N Plan document for pre-submission.

Action: Councillors C Allen and E Lord to prepare an insert for the Annual P M mailing.

d. Policies: any amendments

- i. Agricultural diversification -
- ii. Brownfield employment sites
- iii. Prestwood

A list of local business is required, both with premises and working from home – Councillor G Sisley to look into this with the help of Mrs Fullwood

Action: Councillor G Sisley and Mrs Fullwood to look at a list of businesses for the Parish including businesses that are registered at private residences.

Several SG members visited Kinver Point site and came away with a positive impression. It was agreed that the Plan needs a policy on repurposing of agricultural buildings for employment/business. However it would need to be well worded to ensure that the resulting developments were appropriate and a positive contribution to the parish. It was agreed that Councillor Ms E Lord will contact / ask Hannah Barter for support on writing a case study on this site.

Action: Councillor Ms E Lord will contact / ask Hannah Barter for support on writing a policy on repurposing of agricultural buildings.

Ms A Roche discussed the advantages of using site briefs to help ensure the quality and appropriate design of future developments , e.g. Mill House, Kinver Point, White Hill and Prestwood, were – Councillor Ms E Lord to raise with Hannah Barter, Miss A Roche to work on this using existing contacts to start to prepare the briefs, she may need guidance / support on the process that needs clarifying.

Action: Councillor Ms E Lord to speak to Hannah Barter on Site Briefs

4. Any Other Business

We are still awaiting an updated policy document from the consultants following the policies meeting that took place in December - Councillor Ms E lord to get an update from Hannah Barter.

Action: Councillor Ms E Lord to request update

Photos for Greenspace, Heritage and documentation for the Neighbourhood Plan are required, the Kinver Pictures and Postcards site has many high quality pictures most of which would be available for use. Councillor Mrs C Allen will speak to Mr McGirr on this matter. All members were asked to forward photos with permissions. Permissions needed for any photos / where they were taken from and this needs to be evidenced for each image. In addition, we need pictures of fun times in the Parish, flooding etc both current and historic.

Action: Miss A Roche and Councillor Mrs C Allen to source photos

The draft of the Green Spaces and Heritage documents should be ready for the 19th January r to be discussed at the meeting on the 24th January, prior to putting the sites out for consultation in February.

Action: Mrs L Roche Councillor E Simons

A Staffordshire Wildlife Trust email was circulated prior to the meeting, with some information relevant to the NDP and White Hill. However we are still awaiting the requested Biodiversity Report.

Action: Councillor Ms E Lord to contact Kate Dewey/SWT to progress the Biodiversity Report

5. Dates of next meetings

24 January 2022 7pm (at 95 High Street)
7 February 2022 7pm