

## **MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING STEERING GROUP OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 27<sup>TH</sup> APRIL 2022 AT 6pm**

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Present: Councillors Mrs C Allen, E Simons, K Hosell, E Lord, Miss A Roche and Mrs L Roche.

1. To receive apologies for absence.

Councillor G Sisley, District Councillor Mrs L Hingley, and Miss E Stokes sent their apologies.

2. To receive the minutes from the meeting held on the 4<sup>TH</sup> April 2022

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

3. Progress with Screening version submitted to SSDC

The Draft Neighbourhood Plan has been submitted to SSDC for Screening, and they have acknowledged receipt. Report on Screening is expected within 8-10 weeks.

4. Completion of documentation for Reg 14 consultation:

The Regulation 14 Consultation (on the Draft Plan), can take place once Screening is complete. The current task is therefore to finalise the relevant documentation for the Reg 14 consultation, with the aim of consulting in the Autumn. Documents required are:

- Final Neighbourhood Plan version – Cllr K Hosell and Cllr E Lord agreed to progress this. Miss A Roche has provided images and referenced the sources. Copyright needs to be confirmed on all images used. Final edits may be required when the document returns from Screening.

Action: **EL, KH**

- Local Green Spaces designation – Cllr Mrs C Allen with Mrs L Roche agreed to finalise these documents. The exact form of the documents required should be checked with Hannah Barter. A fully tracked record of how the areas were chosen, how the list was slimmed down, and how consultation responses were dealt with is required, as well as the details and maps of the sites.

Action: **CA, LR**

- Heritage Assessment – The final finishing touches need to be made by Cllr E Simons.

Action: **ESimons**

- Local Heritage Assets for Listing - The SSDC conservation Officer Ed Higgins has had the proposed list with site details, and has undertaken to process the listing of proposed sites. However we need to check and the timeframe and progress: Ed S to contact Hannah Barter.

Action: **ESimons**

- Biodiversity / Nature Recovery document from Staffs Wildlife Trust – The draft has been circulated to all members, Cllr. E Lord to contact Kate Dewey at STW; and to contact Ewan Chapman at Kinver Edge re National Trust documents on the Heathland Project.

Action: **EL**

- Background document – This general evidence document needs completion – to provide the detailed evidence and references relevant to the Neighbourhood Plan policy document.

Action: **EL**

- Community engagement document – Description of engagement and outcomes to date, to include: report on the questionnaire, consultations and outcomes; Other engagement including Social media (AR); School engagement (LR); report by Cllr G Sisley on consultations/discussions with businesses. Cllrs Mrs C Allen and Ms E Lord agreed to complete this.

Action: **CA, EL**

- Design code and Housing needs documents are completed.

- Photos – More are needed, especially of local people and general scenes around the parish, including places other than Kinver village.

It was noted that the following documents will be required for Submission of the Plan, which takes place after Regulation 14 consultation and amendments

- Basic condition statement

- Consultation statement

5. AOB

It was agreed that a meeting with Hannah Barter be requested, to discuss how and when we should start to use the plan to influence planning outcomes. Members agreed to submit their questions to inform the discussion.

6. Date of next meeting – 9<sup>th</sup> May 2022, 7 pm (subject to confirmation with HB).

Meeting Closed at 7.00pm.