

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETING HELD ON THE 18<sup>TH</sup> AUGUST 2021 AT 7.00PM AT THE 95 HIGH STREET, KINVER

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Present: Councillors: H Williams (Chairman), JK Hall (Vice Chairman), Mrs E Lord, S Anderson, G Sisley, Mrs C Allen.

1. APOLOGIES FOR ABSENCE

To accept the apology of absence from Councillor E Simons.

2. TO RECORD MEMBERS DECLARATIONS OF PECUNIARY INTEREST

None were declared.

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON THE 28<sup>TH</sup> JULY 2021

The minutes of the meeting held on 28<sup>TH</sup> July 2021 were approved and signed as a true record of the proceedings of that meeting.

4. TO NOTE ANY ENFORCEMENT MATTERS RECEIVED

*None were received. It was noted that the list of outstanding items for the Parish is being collated to be forwarded to the Enforcement Officer for comments. Clerk to Action.*

*It was noted that the rear of the former Spar buildings needs to be reported to the District Council to be tidied up as it is in the Conservation area. The Clerk to ask what are the options are re the site and report this issue to Enforcement.*

Clerk has written to the District Council on both matters above.

It was agreed that the Clerk and Cllr G Sisley to look at approaching the owner and / the Co-Operative Management, to discuss our concerns re the former Spar building (i.e the site, parking and empty premises) and ask if we could have a meeting to discuss the future of the sites.

5. PLANNING APPLICATIONS

21/00806/FUL      40 White Hill, Kinver  
Demolition of existing rear extension and construction of part ground floor and side and 1st floor rear extension.

**Recommend Approval**

21/00794/FUL      26 Mill Fields, Kinver  
Single storey extension to rear of property.

**We are concerned with the Neighbours objections and sympathise with the loss of the right to light, and we would expect the Conservation Officer to look at this application in detail.**

**Recommend Approval subject to their being no loss of parking spaces within the curtilage of the site.**

6. PLANNING DECISIONS REACHED BY SOUTH STAFFORDSHIRE DISTRICT COUNCIL

The Planning decisions are set out as appendix 1 to these minutes were noted.

7. TO DISCUSS ANY FURTHER ACTION REQUIRED FOR THE NEIGHBOURHOOD PLAN

The notes from the working party meetings for the past month, are attached as appendix 2 to these minutes.

8. TO RECEIVE APPEAL NOTIFICATIONS AND DECISIONS

None were received.

9. CORRESPONDENCE RECEIVED

Correspondence has been received on a proposed upgrade to a cellular tower at Prestwood. In addition, the Black Country Plan dates from the 16<sup>th</sup> August to the 11<sup>th</sup> October, concern was expressed re the number of projected new homes required for the future. This was noted.

10. ITEMS FOR FUTURE AGENDA

To be with Clerk by the 31<sup>st</sup> August 2021  
Local Plan Preferred Options review

11. DATE OF NEXT MEETING

The date of the next meetings:-

Planning Committee Thursday 9<sup>th</sup> and 30<sup>th</sup> September 2021 7.00pm  
N Plan Monday 23<sup>rd</sup> August 2021 and 6<sup>th</sup> September 2021

12. RECOMMENDATIONS TO THE PARISH COUNCIL

There were no recommendations to the Council all planning recommendations will be put forward to the District Council.

Appendix 1 to the minutes of the Planning and Development Committee held on the 18<sup>th</sup> August 2021

21/00663/LUP	48 Windsor Crescent Kinver Single storey rear elevation extension.	App.	
21/00432/FUL	Bailiffs House Lawnswood Road Lawnswood Demolition of existing and erection of replacement dwelling	App.	Rec App.

02/08/2021

Appendix 2 to the minutes of the Planning and Development Committee held on the 18<sup>th</sup> August 2021

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING STEERING GROUP OF KINVER PARISH COUNCIL HELD ON MONDAY 12<sup>th</sup> July 2021 AT 7.00PM VIA ZOOM SOFTWARE**

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Present: Councillor E Simons, G Sisley, Ms E Lord, Miss Emily Stokes, Mrs Ann Becke, Miss Alexandra Roche and District Councillor Mrs L Hingley

Also in attendance Miss J S Cree and Hannah Barter

1. To receive apologies for absence.  
Councillor Mrs C Allen, P Wooddisse and Mrs Dew, Miss F Holloway and Mrs M Fullwood sent their apologies.
  
2. To receive the minutes from the meeting held on the 28<sup>th</sup> June 2021  
The minutes of the meeting of the Neighborhood Plan Steering Group held on the 28<sup>th</sup> June 2021, having been circulated previously, were approved as a true record of the proceedings.
  
3. To receive an update on the grant application  
  
The application has been submitted for the balance of the grant for £8040. A decision should be made in the next week by Locality.
  
3. Update / discussion on community engagement  
A summary of the questionnaire results was distributed to all members prior to the meeting. The next stage is to look at the additional comments. Ms Eunice Lord to look into this and contact members for their input. Miss Alex Roche updated members on the liaising with younger members of the community. This would be started to come into place when schools / groups will be returning to school / running.  
  
She has prepared a spreadsheet showing the groups and anticipated action to get them to engage with the Neighbourhood Plan.  
  
She thought an event in the sports hall to undertake a physical activity to ask children the questions and make it fun to move in-between boxes to mark their answer, or print a simple map and do a similar exercise, and asking specific questions i.e where should new houses go etc..  
  
With regard to Foley / Brindley perhaps ask them to design the new logo.  
  
Also an idea would be to run a photo competition to get people involved.  
  
These must be able to be evidenced for the plan.
  
5. Update/ discussion on business engagement.  
  
This was deferred until the next meeting.
  
6. Update on evidence database /  
  
Miss Alex Roche, Mrs E lord and G Sisley will meet up on Monday morning next week to look at the responses received from the questionnaires. Any other members are welcome to join this meeting.
  
7. To discuss the Design Code background draft from AECOM /  
  
The Design Code document as put together by Cllr Ed Simons has been circulated, any comments will be circulated to him next week.

## 8. Meeting with Consultant to discuss policy development

Hannah Barter made a presentation to the group which was circulated to all members (after the meeting).

The following items were raised:-

The Rock Houses / caves need protecting. The Housing Needs Assessment is taking place by AECOM and the design codes have been started. The Housing Needs Survey will take place in September. We would like to look at making designated greenspaces.

The other factor is the Economy, this would need to be targeted, which could be for example, more holiday accommodation or encouraging riding. One of our areas of concern, is people working from home as these have an impact on our economy. It was noted that it is difficult to navigate the planning process.

As discussed above we need to look at targeting the younger audience. Any ideas coming forward and include them in the Design Code but also do a specific consultation which can be added to the plan.

The plan to build on includes Community and Amenities, Natural Environment, Heritage, Climate Change and economy, these will be the headings to build the policies. Hannah will bullet point under the headings what we are looking to do.

At a workshop we will look at these and then be able to put this into the plan.

Consultation –this is a 2 way street and get people to understand the plan and manage expectations.

Suggested walking around and looking at Green Areas, and map and photograph the walk, and log it on the virtual tour. Hannah has used Walk and listen tours, to look at targeting groups and walk around areas and talk through.

Design Codes – soft boundaries on new developments, and when looking at Tourism, look at how to encourage mixing business / National Trust sites..

Housing Needs Survey - Using a tree branch to leave in locations and get people to add ideas to the tree branches, good for Libraries / nursing homes, to look at how you would like to be treated, build this in to the evidence base.

Arts and Crafts are great to use with engaging with the children. The information gathered is evidenced / translate to the plan. Broad topics would be brought up and then this would be questioned further and /or solutions.

Keep social media up to date, using Facebook media, record and show the area...

Printed postcards, leave in local places, show a few simple starting questions, for comments to be added.

Look at in the future specific workshops / drop in sessions to talk to members, limit time, to keep the process moving. Different games and tasks to engage the community, such as snakes and ladders. Leave interactive displays.

Younger participants look at areas and engage with them to look at areas that they would like to see urban exploration. Collect bloom photos now, when the village is in bloom. Show flooding areas the good and the bad to collate evidence.

Planning and a pint? Targeted events for specific questions. Working with other groups, Historical society for example, ask them to help write part of the plan, or village in bloom.. this helps with sharing the load and engaging with community groups.

At a next session look at doing the audit on the local green spaces, to feed into the AECOM work. Use the photos to show the areas being used and for what purpose, picnic, bike riding etc..

Hannah has a local listing criteria to use this to identify places in the Kinver, first target for the summer to get underway. Hannah to liaise with a small group to start the process. If young people in the photos have to have permission, however if photos submitted will be covered by a statement saying that when they are submitted they become part of the Neighbourhood Plan.

Any events in September / October remember to use that as a way to engage with the village.

We need to think who will do the community engagement ? and start to collect photos of the Parish.

It was agreed to have a meeting on the 19<sup>th</sup> July at 7.00pm via zoom to look at local list criteria and Green Spaces.

9. Any Other Business  
None were reported.

10. Date of next meeting Monday 26th July 2021 at Parish Council Office

Meeting closed at 8.30pm.

**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING STEERING GROUP HELD ON  
MONDAY 26th July 2021 AT 7.00PM**

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Present: Councillor E Simons, G Sisley, E Lord, Miss Emily Stokes, Mrs Leigh Roche

1. To receive apologies for absence.  
District Councillor L Hingley, Councillor Mrs C Allen, Mrs L Dew, Miss F Holloway, Miss E Stokes and Miss A Roche sent their apologies.
  
2. To receive the minutes from the meeting held on the 28<sup>th</sup> June 2021  
The minutes of the meeting of the Neighborhood Plan Steering Group held on the 12<sup>th</sup> June 2021, having been circulated previously, were approved as a true record of the proceedings.
  
3. To receive an update on the grant application  
The application for the balance of the grant for £8040 has been approved.
  
4. Local green space designations  
A preliminary list of Local Green Spaces has been prepared, including responses from the Questionnaire and further additions suggested at the meeting. Leigh Roche and Eunice Lord agreed to meet and start to collate evidence and assessment of these sites.  
  
Following a suggestion by Hannah Barter, a zoom meeting has been arranged with Kate Dewey of Staffordshire Wildlife Trust to discuss what ecological/ wildlife surveys would be helpful in protecting designated green spaces.  
  
Action : L Roche and E Lord; (Data and meeting) C Allen (meeting)
  
5. Local heritage assets  
It was agreed to request the full Heritage Environment Record from County, complete with mapping. E Simons agreed to lead on identifying additional heritage assets not on the National or Local List. A significant omission is rock habitations and structures, with which Kinver is particularly well endowed.  
  
Action: E Simons
  
6. Visit to Kinver by Hannah Barter: 10 am 4 August  
We will meet Hannah at the KSCA at 10. A walk along the High Street, followed by a visit to Kinver Edge viewpoint, and if time allows along the A449, was proposed.  
  
C Allen, E Lord and anyone else available to attend.
  
7. Update on business engagement  
G Sisley reported that the main comment relating to businesses, in the questionnaire, was the lack of parking. This is partly due to charging (White Harte) and locking (Constitutional club) on car parks formerly available free to shoppers.; and is intensified by recent residential units without adequate parking, such as the Burgesses. Following discussion of options it was agreed that the NDP needs to address this problem. Discussions with local businesses had been largely positive, and welcoming of PC involvement.

8. Housing Needs Survey

It was agreed to progress the Housing Needs Survey by discussion with SSDC and the Housing Association. A question on Home Working will be suggested in addition to the standard questions.

9. Meeting with SSDC Planning

This item was deferred to next meeting.

10. Any Other Business

None

12. Date of next meeting: Monday 9 August 2021 7pm