

MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETING HELD ON THE 28th APRIL 2021 AT 7.00PM VIA ZOOM SOFTWARE

Present: Councillors: JK Hall (Vice Chairman), P Wooddisse, G Sisley, Mrs E Lord,

Cllr H Williams was also in attendance.

1. APOLOGIES FOR ABSENCE

Councillor Mrs C Allen (Chairman) sent her apologies for the meeting.

Councillors M Smith, Miss V Webb, E Simons and S Anderson were not in attendance.

2. TO RECORD MEMBERS DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of Councillors interest declared.

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON THE 31ST MARCH 2021

The minutes of the meeting held on 31st March 2021 were approved and signed as a true record of the proceedings of that meeting.

4. TO NOTE ANY ENFORCEMENT MATTERS RECEIVED

The Clerk was requested to chase the Enforcement issue relating to Bridge House, Prestwood.

5. PLANNING APPLICATIONS

21/00306/TTREE Delamare, Lawnswood Drive, Lawnswood
Remove Aspen

Recommend Refusal as we can see no reason to fell a healthy tree in this area.

21/03/629 Severn Trent Green Power, Roundhill
Vary conditions

We feel as a Parish Council we do not have sufficient specialist knowledge to comment on this application.

21/00323/FUL 58 Meddins Lane, Kinver
Erection of single storey rear extension

Recommend Approval

21/00078/OUT 41 High Street, Kinver
Change of use commercial and first floor with residential floor to 5no 1 bed apartments.

Recommend Refusal on the grounds that:-

There is no parking allocated for a further 5 properties on the High Street, which will potentially create 10 further cars on the existing free car park. There is an issue with insufficient parking already for existing residents and people shopping in the High Street. If this permission is granted where will you advise that these cars park?

There is no capacity on the application for the 10 bins that will be required for the 5 properties and this property is near a designated flood plain.

We also note with concern that this is losing another commercial property within the Parish.

A letter to be written to the 3 District Councillors requesting the planning application is taken at Committee.

21/00162/FUL Cookley Lane Stables Cookley Lane Kinver
Storage building for hay, bedding, machinery and equipment
Recommend Refusal as the building is a massive building in the greenbelt and is an over development of the site.

20/01165/FUL 3 Chestnut Grove Kinver
Proposed extension to garage
Recommend Approval

21/00331/FUL Mile Flat House, Mile Flat
Replace façade and windows and side extension
This application must comply with Greenbelt Regulations.

21/00293/FUL Kinver Cottage, Dunsley Drive, Kinver
Garage conversion to games room
Recommend Approval

21/00352/FUL 14 Chantry Road New Wood Staffordshire DY7 6SA
Proposed Single Storey Rear Extension Proposed Demolition Of Existing Full Length Garage And Then Rebuild As Garage With Storey Over
Recommend Approval

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. CORRESPONDANCE RECEIVED

Previous minute:

Correspondence has been received from a resident of the Hyde Track, concerned over the construction traffic using the track to gain access to the new development on Hyde Lane. It was agreed that the Clerk write to Highways to ask if improved signage can be put on the track saying access only no through road.

The Clerk to contact County Councillor Mrs V Wilson to ask for assistance on this matter.

Also it was noted that when the development is formally named it should not be called The Hyde to avoid confusion with The Hyde Track

10. ITEMS FOR FUTURE AGENDA

To be with Clerk by the 12th May 2021

11. DATE OF NEXT MEETING

The date of the next meetings:-

Planning Committee Wednesday 19th May 2021

N Plan Tuesday 2nd May 2021

12. RECOMMENDATIONS TO THE PARISH COUNCIL

The following recommendations were put to the Parish Council next meeting that:-

- the planning recommendations as set out in agenda item 5.

| | | | |
|--------------|---|------|----------|
| 20/01162/FUL | Beech House Lawnswood Drive Lawnswood Erection of a garage and single-storey side and rear single-storey extensions | App. | Rec App. |
| 20/01105/FUL | 17 Holly Close Kinver Proposed single storey rear extension and internal alterations for kitchen, dining, lounge and utility areas and modifications to rear external steps | App. | Rec app. |
| 20/01101/FUL | 9 Fairfield Drive Kinver Erection of Single storey side extension and a porch | App. | Rec App. |
| 21/00156/FUL | Grade Made Bridgnorth Road Stourton Rear extension | App | Rec App. |
| 21/00188/LUP | 45 The Stewponey Stourton Change existing garage internally to a home office/extra bedroom, including removal of garage door and installation of window | App | |
| 21/00090/FUL | 60A Stone Lane Kinver Demolition of existing dwelling and construction of no.4, 2-bedroom bungalows with associated works | App. | Rec App. |
| 21/00012/LUP | Beauchamp House Wolverhampton Road Prestwood To replace existing pool and construct a new pool enclosure plus gym. | App. | Rec App. |
| 20/01164/FUL | 33 Church View Gardens Kinver Extension to the rear of the property to provide a new family room. Proposed extension is 5 metres in width and 7 metres in length with a pitched roof. Bi-folding doors would form the right hand side of the extension and provide access and views to the rear garden. Additional daylight would be provided by feature windows on the gable end and by four 'velux' style roof windows. Brickwork and roof tiles would be matched as closely as possible to the existing building. | App. | Rec App. |

Appendix 2 to the minutes of the Planning and Development Committee held on the 28th April 2021
**MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING STEERING GROUP OF KINVER
PARISH COUNCIL HELD ON MONDAY 19th APRIL 2021 AT 7.00PM VIA ZOOM SOFTWARE**

Present: Councillors Mrs C Allen, Mrs E Lord, P Wooddisse , , Miss V Webb, G Sisley, District Councillor Mrs L Hingley , Mrs Anne Becke

Also in attendance Miss J S Cree

1. To receive apologies of absence.

Councillors E Simons and M Smith; Mrs M Fullwood, Mrs Dew and Miss F Holloway sent their apologies.

2. To receive the minutes from the meeting held on the 6th April 2021

The minutes of the meeting of the Neighborhood Plan Steering Group held on the 6th April 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 needs to be submitted to the printers by the end of the month.

Members were asked to read the 2 documents (Issues and Options / Questionnaire) and submit any comments asap, then the final draft will be circulated to the consultant and members of the Steering Group, to be finally reviewed and submitted to the printers.

Members discussed having work buddies and it was agreed that Cllrs G Sisley, P Wooddisse and Mrs E Lord would work together to get the final questionnaire and Issues and Options document ready for printing.

Action: Cllrs G Sisley, P Wooddisse and Mrs E Lord to prepare final draft documents.

4. To agree and finalise the distribution process for the questionnaire

It was agreed to use the fulfilment service to print, envelope and mail the questionnaire for the group. Mrs Anne Becke, Cllr Mrs C Allen and Miss J Cree will work together on publication materials and banners.

Action: J Cree, Mrs A Becke and Cllr C Allen

In addition to the above the survey monkey version of the questionnaire needs to be completed. Councillor Mrs E Lord will discuss this process with Mr A Calloway to ask for advice.

Action: Cllr Mrs E Lord

5. To discuss the option of cooperation with Codsall NDP

Members discussed the option to work with Codsall Parish Council to share knowledge particularly with regard to dealing with planning. Members agreed if the consultants engaged with both Councils are happy to work together they would support this initiative.

Action Cllr Mrs E Lord to contact Kirkwells.

6. Updates on the Housing Needs Survey / Assessment

Members felt that the Housing Needs survey should be undertaken after the first questionnaire for the Neighbourhood Plan has been sent out.

Action: J Cree to contact Lesley Birch to discuss further.

7. To receive an update on the timeline for the project and allocate members to undertake tasks for public information sessions via zoom, phone and KSCA.

The agreed timeline is still the line being worked towards. Names need to be allocated against the sessions at the KSCA, and also who will take part in the zoom sessions. Members agreed all members should take part and timings allocated nearer the time.

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

The grant form can now be prepared as the decision on the distribution has been made. Miss Cree will prepare the draft claim and submit it for checking by Cllrs Mrs E Lord and Mrs C Allen.

Action: J Cree

9. Any Other Business

Members discussed the letter that was to be sent to the District Council expressing the Groups concerns over the lack of response from the District Councils officers in relation to planning matters and the Neighbourhood Plan.

Action: Email to be sent requesting a response by return to the last email sent to the Districts Officers.

It was agreed to put in with the annual Parish Mailing a flyer about the Neighbourhood Plan to raise awareness.

Action: Mrs M Fullwood

10. Date of next meeting

Tuesday 4th May 2021 meeting closed 8.30pm

Appendix 1 to the minutes of the N Plan Steering Group held on the 19th April 2021

Plan and Checklist for Consultation on Issues and Options, NDP

Timetable for Issues and Options consultation actions

Target dates, working backwards

| Item | Public date | Indicative date |
|--|--------------|-------------------------|
| Return of Questionnaire | 30 June 2021 | |
| Send out Questionnaire; Post documents and publicity etc on NPLAN website and others, with links | | 17-30 May |
| Post initial publicity around village | | ? 10 May |
| Printed questionnaires returned to us | | 10 May |
| Finalise design of A3 posters etc for publicity around village; and other display material to be printed in house | | 3 or 4 May (meeting) |
| Finalise I&O supporting document, including approval by Louise Kirkup | | 3 or 4 May (meeting) |
| Final Questionnaire text to printer | | 30 April |
| Proofs of Questionnaire to printer | | 24 April |
| Finalise Questionnaire and approve by SGroup and Louise Kirkup Finalise text of any banners etc and approve by SGroup | | 19 Apr (meeting) |

Dates of consultations etc

| Item | Public date | Indicative date |
|---|-------------|---|
| In-person consultation 2, KSCA main hall 10 – 2pm | 12 June | |
| In-person consultation 1, KSCA main hall 10 – 2pm | 22 May | (Covid restrictions lifted 17 May |

| | | |
|---|--|---|
| Telephone availability of SG members | | Ca 19 May to 30 June |
| Email publicity to Kinver organisations | | Ca 19 May |
| Zoom engagement sessions 7 – 8.30pm | | 24 th May 15 th June |

MINUTES OF A MEETING OF THE KINVER NEIGHBOURHOOD PLANNING STEERING GROUP OF KINVER PARISH COUNCIL HELD ON TUESDAY 6TH APRIL 2021 AT 7.00PM VIA ZOOM SOFTWARE

Present: Councillors Mrs C Allen, Mrs E Lord, P Wooddisse , M Smith, E Simons, Miss V Webb, District Councillor Mrs L Hingley , Mrs Anne Becke and Miss F Holloway.

Also in attendance Miss J S Cree and Mrs M Fullwood

11. To receive apologies of absence.

Councillor G Sisley and Mrs Dew sent their apologies.

12. To receive the minutes from the meeting held on the 22nd March 2021

The minutes of the meeting of the Neighbourhood Plan Steering Group held on the 22nd March 2021, having been circulated previously, were approved as a true record of the proceedings.

13. To discuss the timeline for the project.

The timeline for the project was agreed and is attached as appendix 1 to the minutes of this meeting.

14. To discuss the issues and options questionnaire for completion by the next meeting.

The questionnaire to date has been submitted to Louise at Kirkwells, and she has agreed the content is ok. It was agreed to add to the bottom of the questionnaire / amend the last line an extra statement to say if you would like to take part in future consultations, please let us have your contact details and we can post / email the details.

Action: All members

15. To agree the distribution process for the questionnaire

It was agreed that the first consultation will be posted to each household, and with the above question added the second will only be sent directly to those that have expressed an interest but will be publicised for anyone to ask or download a copy.

The final document has to be ready and signed off at the next meeting to get it to the publishers in time for the mailing.

The Clerk is waiting for the mailing details from the District Council and she will check if the list provided is all households in the Parish including those that have elected to be removed from the public register.

Action: Clerk to progress

16. Updates on the Housing Needs Survey / Assessment

The Housing Needs Survey questionnaire needs to be finalised, but there is still no date from the Housing Association when they will be ready to circulate the document to all households.

Action: Clerk to progress

17. To agree the next grant phase application

The next grant needs to include the following items:

Hire of KSCA rooms for consultation

Fees from Kirkwells

Printing, banners, questionnaire / envelopes

Secure post boxes for out of the centre of the Parish for questionnaires to be returned.

Action: Clerk to submit.

18. Any Other Business

The Group discussed the lack of communication from the District Council in relation to the Site Consultation element previously discussed. It was agreed that Councillor E Simons would write a letter to the District Council on the Groups behalf.

Action: Councillor E Simons

19. Date of next meeting 19th April 2021

Meeting closed 8.15pm

Plan and Checklist for Consultation on Issues and Options, NDP

Timetable for Issues and Options consultation actions

Target dates, working backwards

| Item | Public date | Indicative date |
|--|--------------|-------------------------|
| Return of Questionnaire | 30 June 2021 | |
| Send out Questionnaire; Post documents and publicity etc on NPLAN website and others, with links | | 17-30 May |
| Post initial publicity around village | | ? 10 May |
| Printed questionnaires returned to us | | 10 May |
| Finalise design of A3 posters etc for publicity around village; and other display material to be printed in house | | 3 or 4 May (meeting) |
| Finalise I&O supporting document, including approval by Louise Kirkup | | 3 or 4 May (meeting) |
| Final Questionnaire text to printer | | 30 April |
| Proofs of Questionnaire to printer | | 24 April |
| Finalise Questionnaire and approve by SGroup and Louise Kirkup Finalise text of any banners etc and approve by SGroup | | 19 Apr (meeting) |

Dates of consultations etc

| Item | Public date | Indicative date |
|---|-------------|---|
| In-person consultation 2, KSCA main hall 10 – 2pm | 12 June | |
| In-person consultation 1, KSCA main hall 10 – 2pm | 22 May | (Covid restrictions lifted 17 May |
| Telephone availability of SG members | | Ca 19 May to 30 June |
| Email publicity to Kinver organisations | | Ca 19 May |
| Zoom engagement sessions 7 – 8.30pm | | 24 th May 15 th June |