

KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP
MINUTES OF THE MEETING HELD IN HURST METHODIST CHAPEL ON
1 OCTOBER 2018 AT 7.30PM

Attending: John Carson (Chair)
 Claire Jones (KPC and Secretary)
 Danny Moores (KPC)
 David Molyneux (KPC)
 Richard Colin
 Vic Wodhams
 Clive Jones

ITEM		ACTION
1	<p>Welcome and apologies</p> <p>Apologies were received from Stuart Begg, Zarine Jewell-Liggins and Sue Whitby.</p>	
2	<p>Agreement of previous minutes and matters arising</p> <p>The previous minutes were agreed.</p> <p>Actions completed/in progress and carried over from previous meetings:</p> <ul style="list-style-type: none"> • DM/RC to continue collating environmental information and provision of utilities in the village; • To note we still have 1 day's support outstanding from CCA; • CLJ confirmed she had invited those survey respondents who had expressed an interest in joining the steering group to the meeting; • SB to contact Sandra Lloyd from the Rural Regeneration Board about rural business needs. 	<p>DM/RC</p> <p>SB</p>
3	<p>Declarations of interest</p> <p>No declarations were received.</p>	
4	<p>Project resources</p> <p>CLJ confirmed that the parish council had approved the expenditure of the Locality grant at their meeting on 18 September. It was noted that we were over budget by around £120 as the printing of the initial survey had cost more than anticipated. CLJ confirmed that that the acting parish clerk had received an invoice from Merseyside Printing for £350 (for 1,000 colour A4 surveys plus associated artwork). NOTE: less VAT of £30 so total cost is £320. It was felt that we may be able to save some costs on the printing of the second questionnaire to make up for any shortfall. DM outlined that he had received an invoice for £45 for hire of the Hurst Chapel. DM agreed to send the invoice to the acting parish clerk for payment.</p> <p>For future efficiency, CLJ/DM will propose an amendment to the NPSG's Terms and Conditions at the next KPC meeting on 20 November. This will propose that the council hands over some spending decisions to the</p>	<p>DM</p> <p>CLJ/DM</p>

	steering group, particularly for any lower cost items.	
5	<p>First stage consultation update</p> <p>ZJL had drafted an article for the October edition of the Kingsley News urging people to complete the survey (including another link to the Survey Monkey version).</p> <p>CLJ confirmed that the first stage surveys had now been printed and included within copies of the Kingsley News. The steering group wished to record their thanks to Zarine for organising the printing and to the other members of the group who had been involved in both folding and inserting the survey into the newsletter. Collection boxes were prepared and the following members agreed to deliver them to the relevant collection points (along with a few copies of blank surveys):</p> <ul style="list-style-type: none"> • DM (Hurst Chapel) • VW (Red Bull) • JC (Gibsons) • CLJ (Co-op) • DMx (KNVI) • CJ (pharmacy) <p>All boxes were sealed except the Co-op box, as this was felt to be the most popular venue for collection. CLJ to collect from here at regular intervals and start to enter responses into Survey Monkey. All distributors to collect filled boxes from the other venues and bring to the next meeting.</p> <p>It was confirmed that 890 copies would be circulated with the Kingsley News. JC agreed to distribute surveys to those areas where the newsletter wasn't delivered and to any local businesses. VW to put some blank surveys in the foyer of the community centre.</p> <p>ZJL to put out a reminder on Facebook and website before the deadline of 31 October. ZJL to record a note of thanks in any future articles to the production team and distributors of the Kingsley News for their help.</p> <p>It was hoped that the survey could be fully analysed with a proposed draft vision and objectives summary before Christmas.</p>	<p>ALL</p> <p>CLJ</p> <p>ALL</p> <p>JC VW</p> <p>ZJL</p>
6	<p>Update on commissioning Cheshire Wildlife Trust report</p> <p>DM confirmed that CWT had been commissioned to complete their 'Environmental Baseline and Policy Suggestions Report'. The work was now underway and Rachel Giles from CWT had confirmed that it will be ready by early January. Once completed, CWT can attend a steering group meeting to present their findings but this will cost an additional £100. Group to consider the need for this at a later date.</p>	
7	Village Character Assessment	

	<p>CJ outlined that he was in the process of carrying out a pilot exercise on Highbank Road. DM had circulated an e-mail relating to a planning consultant who could carry out character assessments (Troy Planning and Design). He suggested we give them a call for some advice. However, it was agreed that we should use the services of CCA in the first instance given that we still had 1 day's support from them to use. CLJ suggested setting up a meeting with Lucy Hughes in Chester so she could advise us on what to cover.</p>	DM/SB/ CJ
8	<p>Housing Needs Survey</p> <p>CLJ outlined that John Heselwood (CCA) was still waiting for some rental data from CW&C before the survey could be signed off. He has agreed to chase this with the relevant officer but he had also requested us to chase this up with them. CLJ to follow up.</p> <p>JC has circulated some of his comments/questions from the draft report and requested members to send any further thoughts to him. DM outlined that we should give particular thought to the conclusions at the end of each section. CLJ to send JC's initial comments to John Heselwood from comment.</p>	CLJ ALL CLJ
9	<p>Communications</p> <p>ZJL to continue sending information to Simon Sherlock for the website and to put a reminder out for completing surveys towards the end of October.</p>	ZJL
10	<p>Progress against project plan</p> <p>No specific dates had been put into the project plan so far but it was thought that we were making good progress. Dates could be included once we were nearing the next formal stages of the plan.</p>	DM
11	<p>National Planning Policy Framework</p> <p>DM had circulated a summary of the framework in relation to neighbourhood plans (from Troy Planning and Design). RC to comment on any further implications at the next meeting.</p>	RC
12	<p>AOB</p> <p>It was agreed that posters and banners advertising the plan would be designed and printed for the main questionnaire stage of the consultation.</p>	
13	<p>Date of next meeting</p> <p>To be held at the Hurst Chapel at 7.30pm on Monday 12 November 2018. Note that this has been changed from 5 November due to clash with Bonfire Night.</p>	