

**KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP**  
**MINUTES OF THE MEETING HELD IN HURST METHODIST CHAPEL ON**  
**12 NOVEMBER 2018 AT 7.30PM**

Attending: John Carson (Chair)  
 Claire Jones (KPC and Secretary)  
 Danny Moores (KPC)  
 Richard Colin  
 Vic Wodhams  
 Clive Jones  
 Stuart Begg  
 Zarine Jewell-Liggins

	ITEM	ACTION
1	<p><b>Welcome and apologies</b></p> <p>Apologies were received from David Molyneux (KPC) and Sue Whitby.</p>	
2	<p><b>Agreement of previous minutes and matters arising</b></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"> <li>• To note we still have 1 day's support outstanding from CCA;</li> <li>• CLJ to invite those survey respondents who had expressed an interest in joining the steering group to the next meeting;</li> <li>• SB contacted Sandra Lloyd from the Rural Regeneration Board about rural business needs but she has been unable to provide any information.</li> </ul>	CLJ
3	<p><b>Declarations of interest</b></p> <p>No declarations were received.</p>	
4	<p><b>Project resources and designation of spending approval by KPC</b></p> <p>A payment has been made by KPC to Merseyside Printing for £350 (for 1,000 colour A4 surveys plus associated artwork). NOTE: less VAT of £30 so total cost is £320.</p> <p>A payment of £70 has also been made for the hire of the Hurst Chapel. Note that the original invoice for £45 was made in error. The £70 payment covers hire of the chapel from September 2018 to March 2019 (£10 per month).</p> <p>At the KPC meeting on 16 October, CLJ proposed an amendment to the NPSG's Terms and Conditions – essentially to hand-over some spending decisions to the steering group. No decision was made at the meeting due to ongoing administration issues. It will be rolled forward for discussion at a future meeting. Note: The SG has full authority from the parish council to spend the Locality funding until end of March 2019.</p>	CLJ

<p>5</p>	<p><b>First stage consultation update/initial survey responses</b></p> <p>It was confirmed that 890 first stage surveys had been distributed with the October version of the Kingsley News. All boxes had now been collected from the various locations (except the one at the pharmacy – CJ to pick up). 96 surveys had been completed online and another 26 paper versions had been recorded onto Survey Monkey so far. It was estimated that another 50 or so paper versions needed to be inputted. CLJ outlined some interim results as follows:</p> <ul style="list-style-type: none"><li>• 79% supported the development of a NP (19% unsure);</li><li>• No-one rated living in the village as 'poor' or 'very poor';</li><li>• 6 people had expressed an interest in joining the SG and another 33 left contact details for the mailing list.</li></ul> <p>Various 'word clouds' were also circulated which set out the most commonly used words for questions 4-8. CLJ to continue with the analysis and produce a full report for the next meeting.</p>	<p>CJ</p>     <p>CLJ</p>
<p>6</p>	<p><b>Preparation of Vision and Objectives and second stage consultation</b></p> <p>Zarine, Claire, Stuart, Richard, Clive and Danny to form a sub-group to look at producing some vision and objectives for the plan on the basis of the survey results. All to bring initial thoughts to the December meeting with a full draft by January's meeting.</p> <p>It was agreed that we would need to plan the consultation feedback drop-in events at the next meeting. These events would also give us an opportunity to get feedback on what we should ask in the main questionnaire.</p>	<p>ALL</p>
<p>7</p>	<p><b>Update on commissioning Cheshire Wildlife Trust report</b></p> <p>DM outlined that CWT were preparing our 'Environmental Baseline and Policy Suggestions Report'. He had made contact with the project officer, Andrea Powell, who had confirmed that a draft would be ready in the next few weeks. The full report should be completed by end December. DM agreed to share the draft version once received. Once completed, CWT can attend a steering group meeting to present their findings for £100. Group to consider the need for this at a later date.</p>	<p>DM</p>
<p>8</p>	<p><b>Village Character Assessment</b></p> <p>CJ circulated the results of a pilot exercise he had carried out on Highbank Road using a template assessment form from consultants, eSCAPE.</p> <p>DM also circulated some information based on a Village Character Study carried out in the 1960's.</p> <p>It was agreed that the best approach might be to split the village into several distinct character zones.</p> <p>Danny, Claire, Stuart and Clive are meeting Lucy Hughes from CCA on 14/11/18 for advice about what needed to be included in a character study. Information from the meeting will be fed back.</p>	<p>DM/SB/ CJ/CLJ</p>

9	<p><b>Review of the Conservation Area and scope for joint working with KPC</b></p> <p>DM outlined that KPC were looking into a review of the current conservation area and it had been suggested that the council worked with the SG on this matter (given the clear overlap with the work we were doing on character design). A councillor was due to discuss this with the relevant team at CW&amp;C and any information gained would be fed back to the SG to enable consideration of any potential joint working arrangements.</p>	DM
10	<p><b>Housing Needs Survey</b></p> <p>CLJ outlined that John Heselwood (CCA) had now received the rental data from CW&amp;C so a final report should be issued shortly. CLJ to send JC's initial comments to John Heselwood from comment.</p> <p>DM had circulated a summary of the main conclusions from each chapter (saved in Google docs).</p>	CLJ
11	<p><b>Communications</b></p> <p>ZJL to write an article for the December edition of the Kingsley News thanking the KCA for their help with the surveys and thanking everyone who had responded (around a quarter of households). She would also set out the next steps for the plan, including some proposed drop-in events in February/March and again invite anyone who may be interested to join the steering group. It was agreed that we should produce articles for every edition of Kingsley News to keep residents informed of progress.</p> <p>ZJL to continue to send relevant documents to Simon Sherlock for the website.</p>	ZJL  ZJL
12	<p><b>Progress against project plan</b></p> <p>A copy of the plan was available on Google docs. DM to print off for the next meeting and group to consider key dates.</p>	DM
13	<p><b>National Planning Policy Framework</b></p> <p>DM had circulated a summary and ZJL had sent out some information from the latest Budget announcement in relation to parishes allocating land.</p>	
14	<p><b>AOB</b></p> <p>Information had been circulated in relation to guidance from Historic England. It was agreed that we should consider this as part of the character assessment (e.g. locally listed buildings).</p>	
15	<p><b>Date of next meeting</b></p> <p>To be held at the Hurst Chapel at 7.30pm on <b>Monday 3 December 2018</b></p>	

	(apologies in advance from ZJL).	
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