

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>Welcome and apologies</p> <p>Apologies were received from David Molyneux (KPC) 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"> • To note we still have 1 day's support outstanding from CCA; • CLJ to invite those survey respondents who had expressed an interest in joining the steering group to the next meeting; • SB contacted Sandra Lloyd from the Rural Regeneration Board about rural business needs but she has been unable to provide any information. 	CLJ
3	<p>Declarations of interest</p> <p>No declarations were received.</p>	
4	<p>Project resources and designation of spending approval by KPC</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

9	<p>Review of the Conservation Area and scope for joint working with KPC</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&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>Housing Needs Survey</p> <p>CLJ outlined that John Heselwood (CCA) had now received the rental data from CW&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>Communications</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>Progress against project plan</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>National Planning Policy Framework</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>AOB</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>Date of next meeting</p> <p>To be held at the Hurst Chapel at 7.30pm on Monday 3 December 2018</p>	

	(apologies in advance from ZJL).	
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