

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

Attending: John Carson (Chair)  
 Claire Jones (KPC and Secretary)  
 Danny Moores (KPC)  
 Stuart Begg  
 David Molyneux (KPC)  
 Zarine Jewell-Liggins  
 Clive Jones

|   | ITEM   | ACTION                         |
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| 1 | <p><b>Welcome and apologies</b></p> <p>Apologies were received from Richard Colin, Vic Wodhams and Sue Whitby. Caroline Crosby and John Hutchison did not attend.</p>  |                                |
| 2 | <p><b>Agreement of previous minutes and matters arising</b></p> <p>The previous minutes were agreed.</p> <p>Actions completed and carried over from the last meeting:</p> <ul style="list-style-type: none"> <li>• CLJ has invited John Heselwood (CCA) to the August meeting to present the housing needs survey results;</li> <li>• DM and RC to continue collating environmental information;</li> <li>• JC to invite the chair of the Comberbach NPSG to attend the September meeting;</li> <li>• DM had made contact with CW&amp;C regarding a potential FOI request in terms of numbers and locations of historical housing developments and planning applications. CW&amp;C had responded to say that this wouldn't be covered under FOI as the information was readily available and we would have to do any analysis ourselves;</li> <li>• DM sent links to various websites containing historical maps of the village;</li> <li>• CJ circulated a link on air quality;</li> <li>• DM circulated a project plan in the Locality format to help with the funding application;</li> <li>• ZJL has arranged for Simon Sherlock to produce a separate dropdown menu on the Kingsley website to incorporate NP information; and</li> <li>• ZJL has set up a Google docs account and will put some guidance together on how to access this and how to store information.</li> </ul> <p>CLJ outlined that Richard Thresh has now left CCA. Lucy Hughes from CCA will be our new contact and will complete the outstanding 1 day's support. She can comment on our draft vision and objectives and help us to draft the main questionnaire in due course.</p> <p>Some debate was held about group members taking a more pro-active approach to the development of the plan. It was agreed that we needed to build up the evidence base and carry out any relevant consultation as a first stage. DM suggested that we should be compiling a record of any</p> | <p>DM/RC<br/>JC</p> <p>ZJL</p> |

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|   | <p>public consultation as this would be needed for submission with our draft plan. CJ and DM agreed to put some information together regarding the development of a character appraisal for the village, including local landscape and design features. It was felt that most of the evidence required for this should be readily available without the need to commission an expensive consultant study - CLJ has requested a quote from IBI Taylor Young to give us an idea of cost. It was recommended that the Chelford and Malpas studies were used as templates (CLJ to circulate the Chelford document). DM to investigate the Cheshire East Council template.</p>  | <p>CJ/DM</p> <p>CLJ</p> <p>DM</p>                                |
| 3 | <p><b>Declarations of interest</b></p> <p>CLJ declared an interest in item 6 of the agenda as her employer, Cheshire Community Action, was included in the proposed bid to Locality. No other additional declarations were received.</p>   |  |
| 4 | <p><b>CW&amp;C Meeting Updates</b></p> <p>Outstanding actions from the meeting with our designated Planning Officer from CW&amp;C, Rosie Morgan, in Chester on 22 May:</p> <ul style="list-style-type: none"> <li>• JC to circulate e-mail from Rosie on conservation areas;</li> <li>• CLJ to circulate copies of Village Design Statements;</li> <li>• DM to look at how far we can cover green belt policy in the plan, using example from other plans;</li> <li>• CLJ to investigate Kelsall NP's allocation of retirement property and its potential impact on a recent housing application there;</li> <li>• SB to contact Sandra Lloyd from the Rural Regeneration Board about rural business needs;</li> <li>• RC and DM to continue to look at provision of utilities in the village and explore future needs with the relevant companies.</li> </ul>   | <p>JC</p> <p>CLJ</p> <p>DM</p> <p>CLJ</p> <p>SB</p> <p>RC/DM</p> |
| 5 | <p><b>First stage consultation update</b></p> <p>ZJL outlined that the first stage survey had been finalised and a link to the Survey Monkey questionnaire has been included in the July edition of the Kingsley News. Simon Sherlock has also been asked to include a link to it on the Kingsley website. ZJL to put links to the survey on Facebook over the next day or so. ZJL asked the group to assist with answering any questions that may be asked via Facebook.</p> <p>Paper copies of the survey will be distributed by hand in September. It was hoped that the Locality funding would come through in time to be able to cover any printing costs but ZJL requested that the Parish Council might be asked to put some funding aside in case there was a delay. CLJ to put this on the agenda for the next council meeting on 17 July. CLJ to ask for quotes from various printing companies but it was thought that costs would be in the region of £300 for 1000 colour copies. JC recommended Merseyside Printing for a quote.</p> <p>SB suggested that we needed to engage with businesses, particularly the agricultural sector. Various options were suggested including a separate questionnaire for businesses or organised focus groups. SB also felt that we should also look at areas outside of the central area of the village and showed the group some maps that he had prepared which highlighted where businesses were located/where different community groups were</p> | <p>ZJL</p> <p>All</p> <p>CLJ</p>                                 |

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|   | based. SB to circulate copies of these.   | SB  |
| 6 | <p><b>Locality funding</b></p> <p>CLJ circulated a draft bid document she had prepared. It was agreed that CCA would be used as the preferred consultants as they had already worked with us and had the lowest daily rate at £315 per day (other quotes from planning consultants had come in between £400 and £500). CLJ declared an interest in CCA so did not vote. The group agreed to commission Cheshire Wildlife Trust to carry out a wildlife appraisal – thought to cost around £1500. It was agreed that CLJ would submit the bid application once any final quotes had been received.</p> | CLJ |
| 7 | <p><b>NP logo</b></p> <p>RC had circulated 2 versions – a simpler, small version with no lettering to be used on questionnaires/letterheads and a larger, more detailed version with Kingsley Neighbourhood Plan lettering for the full plan/posters etc. A copy of the logo has been used on the Survey Monkey questionnaire.</p> <p>One comment was received from John Hutchison about the angle of the war memorial but all agreed to adopt these 2 formats and to thank RC and his family for their work on the design.</p>   |     |
| 8 | <p><b>AOB</b></p> <p>Nothing was raised.</p>  |     |
| 9 | <p><b>Date of next meeting</b></p> <p>To be held at the Hurst Chapel at 7.30pm on Monday 6 August 2018.</p>   |     |