

**KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP**  
**MINUTES OF THE MEETING HELD IN THE HURST METHODIST CHAPEL ON**  
**25 FEBRUARY 2019 AT 7.30PM**

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

	ITEM	ACTION
1	<p><b>Welcome and apologies</b></p> <p>No apologies were received.</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 around 2 hour's support outstanding from CCA;</li> <li>• CLJ to invite those survey respondents who had expressed an interest in joining the steering group and being on the mailing list to the open events in March;</li> <li>• CLJ to continue to explore the group's spending decisions with the parish council at a forthcoming meeting;</li> <li>• DM to report back on any KPC updates relating to the conservation area.</li> </ul>	<p>CLJ</p> <p>CLJ</p> <p>DM</p>
3	<p><b>Declarations of interest</b></p> <p>No declarations were received.</p>	
4	<p><b>Approval of first stage consultation results and vision &amp; objectives</b></p> <p>Following some further analysis of questions 4-8, CLJ presented the final draft of the first stage consultation results and these were approved by the group. It was agreed that the final report could now be circulated to the Parish Council for information. The report would also be put onto the village website following the open events in March.</p> <p>Following the various drafts that were circulated before the last meeting and based on comments made by Lucy Hughes from CCA, RC presented the latest version of the draft vision and objectives. Subject to the following amendments, it was agreed that these would be presented to the</p>	<p>CLJ</p>

	<p>public at the drop-in events for comment:</p> <ul style="list-style-type: none"> <li>• Take out the word 'place' in the first paragraph of the vision and replace with 'Kingsley will continue to be vibrant and friendly with easy...'</li> <li>• In the objectives section, take out the duplicated 'Travel and Movement' heading (4<sup>th</sup> bullet point).</li> </ul> <p>It was felt that the phrase 'the green belt around the village' in the vision might need to be reworded to also include the village itself but it was agreed to keep this in for now.</p>	
5	<p><b>Open event arrangements and approval of presentation material</b></p> <p>ZJL confirmed the dates for the drop-in events as follows:</p> <ul style="list-style-type: none"> <li>• Wednesday 20th March, Kingsley Institute (6-9pm)</li> <li>• Saturday 23rd March, Kingsley Community Centre (10am-1pm)</li> </ul> <p>RC, ZJL, CLJ, DM, SW and JC to attend the Wednesday session. RC, CJ, DMx, SB and DM to attend the Saturday session.</p> <p>Jo Preston (Booking Secretary) will invoice room hire costs to the parish clerk for payment.</p> <p>SW agreed to purchase refreshments for the events. A budget of £43 has been set aside for this. DM suggested approaching the Co-op to see if they would offer a discount on any purchases.</p> <p>ZJL has put an advert in the March edition of the Kingsley News to advertise the drop-in sessions. She also agreed to advertise the dates on Facebook/website nearer the time.</p> <p>SB showed a presentation he had put together for the events. He agreed to circulate this and requested any comments by 10 March. It was agreed that A3 colour copies of each slide (on 200g paper) would be printed and mounted on display boards. ZJL to arrange printing with Merseyside Printers. CLJ and ZJL to organise display boards. The presentation will also be continuously shown on a projector screen during each event. DM to organise screen and projector. It was suggested that showing some old photos of the village might be a good idea.</p> <p>DM will also bring along 2 large OS maps of the NP area that he has already printed. CLJ has made contact with CW&amp;C for an additional 2 A0 size maps along with a PDF copy. CLJ to verify the OS licence arrangements.</p> <p>ZJL to bring some red and green sticky dots for people to either support or disagree on the vision and objectives and CLJ to provide some post-it notes and paper for any additional comments.</p> <p>To save on printing costs, it was agreed that e-mail addresses would be taken for anyone wanting a copy of the presentation slides.</p>	<p>SW</p> <p>ZJL</p> <p>ALL ZJL CLJ/ZJL DM</p> <p>DM CLJ</p> <p>CLJ/ZJL</p>

	CLJ agreed to get 3 copies of a 3x1m banner printed for publicity of the plan. Banner to also to include the name of steering group and the group's e-mail address.	CLJ
6	<b>Preparation of main questionnaire</b>  It was estimated that we might be ready to circulate the main questionnaire by May. For further discussion at the next meeting.	
7	<b>Cheshire Wildlife Trust report</b>  DM outlined that the report had now been received and had been circulated for information. DM to chase invoice with CWT.	DM
8	<b>Village character assessment /housing needs survey update</b>  CJ outlined that he was continuing to make progress with the character assessment exercise using Locality's guidelines. He agreed to bring along some information to the open events. Any work completed will be added to the character assessment report on Google Drive.  DM suggested that we could make the open events interactive by asking people to outline on a map where they thought the character areas/key village views were. CLJ to provide some marker pens and post-it notes for this exercise.  CLJ to chase John at CCA for final housing needs survey report by end of Feb along with any answers to the questions that had been posed by group members.	CJ  DM/CLJ  CLJ
9	<b>Communications</b>  This was covered under agenda item 5.	
10	<b>Project budget update and bid for Locality funding 2019/20</b>  CLJ outlined that there was no pressure to spend the grant by the end of March as the terms and conditions said we could roll forward any unspent monies into the next financial year. CLJ to produce a spreadsheet for the next meeting outlining the funds spent to date and any remaining monies.	CLJ
11	<b>AOB</b>  JC to circulate a Public Health England document 'Spatial Planning for Health' as sent to him by Rosie at CW&C.  DM outlined that the need for an unbiased affordable housing needs survey in the village had been raised at the last parish council meeting. Lucy Hughes (CCA) to advise on this element as part of the NP – e.g. it could form part of the main questionnaire.  DM outlined that due to the local elections in May, there could be some changes to the Parish Council and its steering group representatives.	JC

12	<b>Date of next meeting</b>  To be held at the Hurst Chapel at 7.30pm on <b>Monday 18 March</b> . The following meeting was proposed for 8 April. ZJL to change the dates of the steering group meetings on the Kingsley website.	ZJL
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