

KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP
MINUTES OF THE MEETING HELD IN THE HURST METHODIST CHAPEL ON
28 JANUARY 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

	ITEM	ACTION
1	<p>Welcome and apologies</p> <p>Apologies were received from David Molyneux (KPC).</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 around 2 hour's support outstanding from CCA; • CLJ to invite those survey respondents who had expressed an interest in joining the steering group to the open events and monthly meetings; • CLJ to continue to explore the group's spending decisions with the parish council at a forthcoming meeting; • CLJ to request John Heselwood to complete the housing needs survey by end February; and • DM to report back on any KPC updates relating to the conservation area. 	<p>CLJ</p> <p>CLJ</p> <p>CLJ</p> <p>DM</p>
3	<p>Declarations of interest</p> <p>No declarations were received.</p>	
4	<p>First stage consultation results and open event arrangements</p> <p>In relation to the first stage consultation results, CLJ outlined that the Survey Monkey word count analysis had proved to be incorrect so an exercise to re-categorise questions 4-8 was underway. CLJ agreed to circulate the revised analysis as soon as possible and amend the summary report where necessary.</p> <p>The group discussed a number of potential dates for the proposed drop-in events as follows:</p>	<p>CLJ</p>

	<p>Saturday 16th or 23rd March, Kingsley Community Centre (10am-1pm) Wed 20th or Thurs 21st March, Kingsley Institute (6-9pm)</p> <p>ZJL to contact each venue to check availability and book. Also to advertise dates on Facebook/website and in Kingsley News (deadline 21st Feb).</p> <p>Action group to meet at Red Bull on 4 February at 7.30pm to organise drop-in events. SB, DM, CLJ and ZJL to attend.</p>	ZJL
5	<p>Preparation of Vision and Objectives and main questionnaire</p> <p>It was reported that the proposed sub-group hadn't met but several group members had e-mailed some suggestions for the vision and objectives. RC agreed to produce a draft based on all these submissions by 8 February. It was suggested that the vision should be specific to Kingsley, if possible, and include wording relating to diversity. Any further comments for RC to take on board should be sent to him by 31 January.</p> <p>CLJ agreed to ask Lucy Hughes (CCA) for her comments once drafted.</p> <p>It was outlined that we also needed to start thinking about drafting the main questionnaire with a potential circulation date of April/May 2019.</p>	RC CLJ
6	<p>Village Character Assessment</p> <p>SB, CJ and JC had carried out some initial analysis of the Highbank estate using a template form. It was agreed that they would carry on in the same manner for other areas of the village and report back at subsequent meetings. It was suggested that any photographs of the village should be taken in the spring/summer.</p>	SB/CJ/ JC
7	<p>Housing Needs Survey</p> <p>CLJ confirmed that she had passed JC's questions on the survey to John Heselwood. CLJ to request a response by end February. It was agreed that we would need to look at any gaps in this analysis so we could ask some additional questions in the main questionnaire. All to consider at the next meeting what results from this analysis we might want to present at the open events. Also need to consider what policies we might want to draft given these findings.</p>	CLJ
8	<p>CW&C response to the NALC note 'Where next for Neighbourhood Planning'</p> <p>It was recommended that all members of the group read at least the executive summary of this document (pages 10-12). NALC has concluded that "whether intentional or unintentional, there does appear to be a fundamental undermining of neighbourhood planning". In response, JC outlined that he had asked Rosie Morgan (CW&C) for her views of NALC's conclusions so we could evaluate whether the process is still worthwhile.</p>	
9	<p>Communications</p>	

	ZJL to prepare an article for the March edition of the Kingsley News in relation to the open events.	ZJL
10	<p>Progress against project plan</p> <p>CLJ has completed an updated version of the project plan - to put onto Google drive. JC has also updated and circulated the process map. It was noted that we should be documenting all ongoing consultation as this would be needed for a 'consultation statement' that must be submitted with the draft plan. DM had started this – ZJL to update on Google Drive.</p>	CLJ ZJL
11	<p>AOB</p> <p>CLJ to make enquiries about next year's Locality funding. To discuss the budget at next month's meeting.</p> <p>The chair outlined that he had been in the role for 12 months and asked if anyone would like to take over from him. All agreed that they were happy with JC in the role and agreed for him to continue.</p>	CLJ
12	<p>Date of next meeting</p> <p>To be held at the Hurst Chapel at 7.30pm on Monday 25 February 2019.</p>	