

KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP
MINUTES OF THE MEETING HELD IN HURST METHODIST CHAPEL ON
3 SEPTEMBER 2018 AT 7.30PM

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

| | ITEM | ACTION |
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| 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"> • CLJ had requested a quote from IBI Taylor Young for a character assessment study but they had replied to say that they didn't have the staff available at present; • DM/RC to continue collating environmental information and provision of utilities in the village; • JC to invite the chair of the Comberbach NPSG to attend the September meeting – this action to be put on hold until further notice; • ZJL had circulated a user guide to Google Drive; • 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; • DM to look at how far we can cover green belt policy in the plan, using example from other plans; • SB to contact Sandra Lloyd from the Rural Regeneration Board about rural business needs. | <p>DM/RC</p> <p>CLJ</p> <p>DM</p> <p>SB</p> |
| 3 | <p>Declarations of interest</p> <p>No declarations were received.</p> | |
| 4 | <p>Project resources</p> <p>DM confirmed that the £2888 grant from Locality had now been paid into the parish council's bank account. CLJ outlined that in accordance with the Steering Group's Terms of Reference, all items of expenditure needed to be referred to the parish council for approval and action. It was therefore agreed that we would need to wait for approval from the council at the 18 September meeting before arranging survey/map printing and</p> | CLJ/DM |

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| | commissioning the Cheshire Wildlife Trust report. CLJ/DM agreed to discuss any future expenditure arrangements with councillors to see if they would be happy to hand over any spending decisions to the steering group, particularly for any lower cost items. | CLJ/DM |
| 5 | <p>First stage consultation update</p> <p>ZJL has contacted Merseyside Printing for costs of the survey printing and design work. They have quoted £320 for 1,000 copies (A3 folded into A4). Design work will cost an additional £30. It will take them around a day to do the design work and around a week for the printing. It was agreed that we would need to wait for approval from KPC on 18 Sept before going ahead. CLJ/ZJL to arrange printing and getting surveys ready for distribution following KPC approval.</p> <p>ZJL agreed to draft an article for the next Kingsley News urging people to complete the survey (including another link to the Survey Monkey version). DMx/JC to speak to the distributors of the Kingsley News to see if they would circulate the surveys with the newsletter at the beginning of October. It was agreed that the closing date for responses would be the end of October. All to bring collection boxes (e.g. old A4 paper boxes) to the next meeting for distribution to collection points – the Red Bull, Gibsons, Co-op, KNVI, Hurst Church, pharmacy and hairdressers. It was also agreed that steering group members would post surveys to individual businesses and households not on the Kingsley News distribution list. JC/DMx to find out areas of village where Kingsley News is not distributed.</p> | <p>CJ/ZJL</p> <p>ZJL</p> <p>DMx/JC</p> <p>All</p> <p>JC/DMx</p> |
| 6 | <p>Update on commissioning Cheshire Wildlife Trust report</p> <p>It was agreed that CLJ/DM would get in touch with CWT as soon as they had received approval from KPC to commission the report. DM to bring a proposed timeline for the study to the next meeting. CLJ to let steering group members know when the report had been approved and commissioned.</p> | <p>CLJ/DM</p> <p>DM</p> <p>CLJ</p> |
| 7 | <p>Housing Needs Survey discussion</p> <p>There was general discussion and reflection about the initial results of the survey. JC agreed to compile a list of questions for John Heselwood (CCA) and circulate these around for comment. CLJ agreed to chase up with John H whether CW&C had given approval for the final report to be published.</p> | <p>JC</p> <p>CLJ</p> |
| 8 | <p>Village Character Assessment next steps</p> <p>CJ and DM confirmed that they had met separately to discuss this. CJ circulated a SWOT analysis and some map overlays of the village highlighting the age of property and its growth between 1800 and 2018. DM and CJ had looked at the methodology in the Chelford and Buerton NP's and the Cheshire East Council toolkit. SB also agreed to circulate the Oxford Character Assessment for information. The value of using consultants to help us with this process was discussed but it was felt that we were better to take it forward ourselves for now until we had a clearer idea of what might be involved. DM/SB/CJ to meet to discuss potential</p> | <p>SB</p> <p>DM/SB/</p> |

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| | ways forward and to consider carrying out a more detailed pilot appraisal in relation to one or two specific areas of the village. It was outlined that Lucy from CCA would be able to advise us on any suitable consultants in due course. | CJ |
| 9 | <p>Communications</p> <p>ZJL confirmed she was continuing to send minutes to Simon Sherlock for the website.</p> <p>ZJL reported that she would need to approve access for anyone using Google Drive.</p> <p>JC had circulated a summary of progress over the summer. It was agreed that this was a useful document and further updates would be useful as the plan progressed.</p> | |
| 10 | <p>Progress against project plan</p> <p>The plan is now available to view on Google Drive. DM to bring a progress report to the next meeting.</p> | DM |
| 11 | <p>AOB</p> <p>RC to comment on any implications of the revised National Planning Policy Framework (as published in July 2018) at the next meeting.</p> | RC |
| 12 | <p>Date of next meeting</p> <p>To be held at the Hurst Chapel at 7.30pm on Monday 1 October 2018.</p> <p>ZJL gave apologies in advance.</p> | |