

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

Attending: John Carson
 John Hutchison
 Claire Jones (KPC and Acting Chair)
 Clive Jones
 Zarine Jewell-Liggins
 David Molyneux (KPC)
 Daniel Moores (KPC)
 Richard Colin
 Sue Whitby
 Richard Thresh (CCA)

	ITEM	ACTION
1	Welcome and Apologies Richard Thresh to join meeting at 8pm. David Crossley, Jo Preston, John Woulds and Sue-Starkey Jones have written to confirm that they will no longer be attending steering group meetings.	
2	Agreement of previous minutes and matters arising John Hutchison wanted it noted in the previous minutes that he had put forward an alternative view to the development of the NP.	
3	Steering Group Terms of Reference Claire thanked those members of the group that had sent in comments on the 2 versions circulated at the last meeting. The new draft was a hybrid of both versions along with a number of slight amendments including: <ul style="list-style-type: none"> • Minimum numbers on steering group reduced from 8 to 6; • Steering group to update PC on a regular, rather than on a monthly, basis; • Commitment to produce a delivery plan taken out. Steering group all happy with terms of reference. Claire to take to next PC meeting for agreement. Claire/Richard Thresh to identify template for declarations of interest. All to read terms of reference once agreed by PC. All to read code of conduct in meetings – document on village website under Parish Council policies.	CJ CJ/RT ALL ALL
4	Election of officer roles John Carson volunteered to be Chair, which was nominated, seconded	

	<p>and approved by the group.</p> <p>Richard Colin volunteered to be Vice-Chair, which was nominated, seconded and approved by the group.</p> <p>Claire Jones volunteered to be Secretary, which was nominated, seconded and approved by the group.</p> <p>All agreed that membership of the Steering Group and any sub groups/task groups needs to be flexible.</p> <p>After some discussion, it was agreed that John Hutchison, John Carson and Danny Moores would meet separately to clarify John's alternative proposals to NP.</p>	JC, DM, JH
5	<p>CW&C - Area Designation and confirmation of initial support from CCA</p> <p>Application form, including map of the parish, ready for submission to CWAC. Waiting for approval of KPC January minutes. Claire to check with parish clerk if they can now be submitted to CWAC to allow for 4-6 week consultation period.</p>	CJ
6	<p>Update from Richard Thresh (CCA) and support from CW&C</p> <p>CWAC has agreed to fund Richard for 2 and a half days support.</p> <p>Steering group need to decide when we want to use Richard.</p> <p>NP is opportunity to influence planning process & how CWAC use it to make decisions on planning applications. NP needs to focus on what can be influenced in planning applications. Process could take us around 2 and a half years.</p> <p>We don't have to go back to PC at each stage for approval. Important that we are presenting each stage to the community to gain feedback.</p> <p>Agreed that it would be useful for someone from CWAC to come to talk to group so we have better understanding of how Local Plan Part One and Two apply to Kingsley. Richard to speak to CWAC and potentially look to do this in April. Steering group to prepare some questions for this and to look at https://www.gov.uk/government/publications/neighbourhood-planning as a starting point.</p> <p>Danny to look at what SSSI there are in Kingsley, we also need to identify what areas of land are particularly valued in the village.</p> <p>Richard to check if housing needs survey for Frodsham is now available.</p> <p>We could look to set up our own website for NP but also could incorporate into the current Kingsley Village website. Worth looking at for ideas http://tarvinpc.tarvinonline.org/your-parish/neighbourhood-plan.html</p>	RT ALL DM RT ALL
7	Public consultation sub group report	

	<p>Draft article for Kingsley News and posters discussed to raise awareness in the community about the NP. All to provide further comments to Zarine by Friday 16 February so amendments can be made. Look to publish in March's Kingsley News.</p> <p>Important when speaking to community groups we ask them if they wish to respond to consultation as a representative of their group, or as an individual.</p> <p>Include contact details in initial consultation, this may help to generate interest, but we need to get the wording correct in line with new data protection legislation – people need to actively 'opt in' to give consent for us to hold their personal data.</p> <p>We need to be recording all consultation/information sharing with the community that takes place.</p> <p>Zarine will set up a Gmail email account for the NP group.</p> <p>David to ask collation group for Kingsley News if they would be happy to circulate a questionnaire.</p> <p>All agreed to look out for other possible Steering Group members and that it was ok for people to drop in and see what we were doing as a group before deciding to join or not.</p>	ALL
8	<p>Vision statement report</p> <p>All agreed the document Jo had produced was useful.</p> <p>Richard confirmed we need to use themes from our initial consultation to help inform our vision. Can look to use the previous Parish Plan as a guide.</p> <p>Richard to circulate guidance on developing vision.</p> <p>Important to get across in initial consultation that change is inevitable. NP is looking at what we want to aspire to in 12 years' time.</p>	RT
9	<p>Project Plan</p> <p>Danny to send to Richard to ensure key stages are in project plan</p>	DM/RT
10	<p>Project resources/Locality funding</p> <p>No update at this stage as not ready to apply for funding.</p> <p>Richard confirmed that still waiting for confirmation of how NP schemes will be funded from April 18.</p>	
11	<p>AOB</p> <p>Richard confirmed that community rights developed through Localism Act can run in tandem with NP.</p>	ALL

Next meeting to be held at the Hurst Chapel at 7.30pm on Monday 5 March 2018