

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

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

	ITEM	ACTION
1	Welcome and Apologies John Hutchison Claire Jones	
2	Agreement of previous minutes and matters arising Agreed	
3	Steering Group Terms of Reference Steering group all happy with terms of reference. Agreement received from PC. Signed by KNPSG chair and to be then circulated to all members.	
4	Declarations of Interest Template provided by RT circulated, signed and returned to KPC (Claire)	
5	Meeting with JH,DM,JC Meeting has taken place . Matter discussed and resolved	
6	CW&C - Area Designation and confirmation of initial support from CCA Submitted to CWAC. Waiting for approval of KPC .	DM/CJ
7	Questions for CWAC Produce a list of these circulate before the next meeting. Focused on Local Plan Part 1 & 2. Collate questions and present at next meeting (Steering group to prepare some questions for this and to look at https://www.gov.uk/government/publications/neighbourhood-planning as a starting point). Stuart Begg offered to go through applicability of Local Plans to Kingsley at the next meeting Agreed we are not ready to ask CWAC to attend meeting yet.	ALL JC SB RC/DM

8	<p>Information shared Danny and Richard offered to be the custodians of SSSIs and to produce a 1 page consolidated list at the next meeting</p>	
9	<p>Support from Richard Thresh Agreed that this will become more obvious as the plan progresses</p>	ALL
10	<p>Public consultation sub group report</p> <p>Article for Kingsley News published . Thanks to Zarine for that. A4 posters to raise awareness in the community about the NP produced and to be put in various locations.</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>Zarine has 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> <p>Draft questionnaire discussed and various comments made. Sub Group to include suggestions and produce a second draft at the next meeting.</p> <p>Agreed that when ready we would do paper copy, survey monkey, possible local schools, agreed to hand deliver to local business, individual village groups.</p> <p>ZJL will ask Simon Sherlock to start building a section on village website for the KNPSG.</p> <p>It was agreed that the period for the NP would be from date of completion of plan to 2030</p>	<p>DM</p> <p>David</p> <p>ZJL,SW, JC</p>
11	<p>Project Plan Updated plan presented Danny sent the plan to Richard who confirmed that key stages are in project plan</p> <p>JC to put together process map for key stages of NP.</p>	<p>DM/RT</p> <p>JC</p>
12	<p>AOB . Stuart and Vic were asked to consider joining the Steering Group</p>	
13	<p>LOGO Richard produced a number of ideas for the NP logo for comment at the next meeting. Richard to scan and circulate. (Thanks to Richard's Mum)</p>	

Next meeting to be held at the Hurst Chapel at 7.30pm on Tuesday 3 April