

**KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP**  
**MINUTES OF THE MEETING HELD IN HURST METHODIST CHAPEL ON**  
**6 AUGUST 2018 AT 7.30PM**

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

	ITEM	ACTION
1	<p><b>Welcome and apologies</b></p> <p>Apologies were received from Claire Jones (KPC and Secretary)</p>	
2	<p><b>Agreement of previous minutes and matters arising</b></p> <p>The previous minutes were agreed.</p> <p>Actions completed and carried over from the last meeting (and not dealt with elsewhere in the minutes):</p> <ul style="list-style-type: none"> <li>• DM/RC to continue collating environmental information;</li> <li>• JC has confirmed that the chair of the Comberbach NPSG will attend the September meeting</li> <li>• ZJL has now set up a Google docs account so that we can share useful documents and information</li> <li>• CLJ to chase IBI Taylor Young for quote for character appraisal work</li> </ul>	
3	<p><b>Declarations of interest</b></p> <p>N/A</p>	
4	<p><b>John Heselwood presentation of the housing needs survey results</b></p> <p>JH presented the paper that he has been working on and which was circulated in advance of the meeting.</p> <p>The comprehensive study was well received and generated many questions and queries about the collated data, its initial analysis and the conclusions that could be drawn.</p> <p>JH indicated that he expected the study to be signed off by CWAC in the next few weeks and that he would let us know when. Until that time, he asked us to keep the draft report for internal NP steering group work only. JC thanked JH for the work and the presentation and asked whether any further questions or queries from the group could be sent to him via e-mail for consideration. JH agreed to this.</p> <p>Please send any questions on the report to JC by the end of August 2018 so that they can be forwarded to JH for consideration.</p>	All / JC

5	<p><b>CWAC meeting updates</b></p> <p>N/A</p>	
6	<p><b>Locality Funding</b></p> <p>JC expressed his pleasure at the news that we had received funding and thanked CLJ for the application she had submitted.</p> <p>The group agreed that we should proceed immediately and request that Cheshire Wildlife Trust be asked to carry out the landscape / environmental assessment as agreed at the July meeting.</p> <p>The group also agreed that we should also appoint the printers (Merseyside Printing) to design and print the survey asap so that we can deliver to households in September 2018.</p> <p>It was agreed to choose either 1<sup>st</sup> or 8<sup>th</sup> October as a return date and that this should be included in the content of the survey form. Further work at the next meeting would be required to organise delivery of the surveys and how we intend to receive them.</p> <p>Once the surveys are delivered, it was also agreed to promote the on-line survey again via Facebook.</p>	<p>CLJ (DM to assist if required)</p> <p>CLJ</p> <p>ALL</p> <p>ZJL</p>
6	<p><b>First stage consultation update</b></p> <p>The group noted the 40+ responses from the on-line survey and agreed that some initial work to identify broad categories from the results would be useful now and for the future, when we will get more responses back generated by the paper survey.</p> <p>ZLJ asked whether it would be possible to contact the 4 responders who had indicated they would be interested in getting involved in the NPSG and invite them to the next meeting.</p>	<p>ZJL</p> <p>CJ/ZJL</p>
7	<p><b>Character Appraisal Update</b></p> <p>CJ/DM provided a brief update of the work carried out to date looking into the work needed to conduct a character appraisal for the village.</p> <p>DM indicated that he had spoken to a Planning Officer at Cheshire East who had worked with several NP groups on this type of work and had published their own toolkit. He also advised DM that another source of useful information was a website called <a href="https://bimby.org.uk/toolkit">https://bimby.org.uk/toolkit</a>.</p> <p>They will continue to investigate further and using the toolkit prepared by Cheshire East, will present a proposal at the next meeting for further discussion.</p> <p>DM felt that it was important we (the community) undertake much of the survey ourselves albeit using consultants at the right time to help advise and finesse the findings so that they can be interpreted correctly, and be turned into policies that would be 'fit for purpose' within a Neighbourhood Plan.</p> <p>The group were directed toward the Chelford Neighbourhood Plan, which had a useful character assessment document that could be a model for us to use for our own work.</p>	<p>DM/CJ</p>

8	<b>AOB</b> Nothing was raised.	
9	<b>Date of next meeting</b> To be held at the Hurst Chapel at 7.30pm on Monday 3 <sup>rd</sup> September 2018.	