

KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP
MINUTES OF THE MEETING HELD IN THE HURST METHODIST CHAPEL ON
15th APRIL 2019 AT 7.30PM

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

	ITEM	ACTION
1	<p>Welcome and apologies</p> <p>Apologies were received from Vic Wodhams and 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"> • It was confirmed that copies of the housing needs and Cheshire Wildlife Trust reports had been sent to Kingsley Parish Council for information; • To note we still have around 2 hour's support outstanding from CCA; and • CLJ to continue to explore the group's spending decisions with the parish council at a forthcoming meeting. 	CLJ
3	<p>Declarations of interest</p> <p>No declarations were received.</p>	

4	<p>Consultation events – final arrangements</p> <p>It was agreed that the 2 consultation events on 6 and 10 April had been well-organised and successful. It was estimated that just under 100 people has attended. A number of attendees had said that they were very impressed with the quality and volume of the material presented. The Chair expressed thanks in particular to Stuart, Zarine and Sue for their contributions.</p> <p>CJ had summarised and circulated copies of the comments from the post-it note exercise.</p> <p>Following feedback from the first event, some additional information on the conservation area boundary had been prepared in time for the Institute event. It was agreed that the group should look into the conservation area more closely as this could become a significant issue as the plan progressed. It was agreed that advice should be sought from Lucy Hughes on how far this might be explored as part of the plan.</p> <p>JC to invite John Jordan to the next meeting, given his interest expressed at one of the events and his past experience with another neighbourhood plan.</p> <p>Comments on the draft vision and objectives had been largely positive. The least supportive elements were parts 2 and 3 of the vision. Following some debate, it was agreed that DM would re-word these 2 sections and circulate any proposed changes around the group for comment.</p> <p>CLJ to add e-mail addresses given at the events to our current mailing list. Zarine to e-mail all contacts copies of the slides using our gmail account.</p> <p>DM to consider displaying presentation material at the Hurst Chapel during a Sunday service.</p> <p>ZJL to ask Simon Sherlock to add the first stage consultation report, slides, housing needs survey and Cheshire Wildlife Trust report onto the village website under a new tab called 'research'. ZJL to put a short message on Facebook to tell people when it is available.</p>	<p>JC</p> <p>DM</p> <p>CLJ/ZJL</p> <p>DM</p> <p>ZJL</p>
5	<p>Cheshire Wildlife Trust report – draft policies</p> <p>DM to put some draft policies together based on the findings of the report.</p>	<p>DM</p>
6	<p>Village Character Assessment update</p> <p>CJ to continue work now that his laptop security issue had been resolved.</p>	<p>CJ</p>

7	<p>Preparation of main questionnaire</p> <p>It was outlined that CLJ had circulated some examples of other NP questionnaires. The group agreed that it would be helpful to meet up with Lucy Hughes to discuss drafting the survey. CLJ agreed to circulate some dates. It was requested that we ask Lucy what the typical response rate was.</p> <p>It was agreed that people would still need reminding in the main questionnaire what the plan was, including what it could and couldn't do.</p>	CLJ
8	<p>Communications</p> <p>ZJL to prepare a short article for the next edition of Kingsley News to thank those who attended the consultation events as well as the 2 venues for hosting. Article also to mention that information from the events is now available on the village website.</p>	ZJL
9	<p>Project budget update</p> <p>CLJ has completed an 'End of Grant Report' as requested by Locality.</p> <p>CLJ confirmed that the 3 banners were now on display around the village.</p> <p>ZJL passed CLJ a copy of the invoice from Merseyside Printers for the consultation event printing (total cost less VAT = £130). CLJ to arrange payment via Parish Clerk.</p> <p>SW has submitted receipts for refreshments (total cost = £16) to the parish clerk.</p> <p>Given that the group was well under budget in terms of room hire costs for the drop-in events, it was agreed that DM would arrange an invoice for groups meetings at the Hurst Chapel for the next 6 months (£60).</p> <p>Around £300 remains in the budget for the printing of the main questionnaire.</p>	CLJ DM
10	<p>AOB</p> <p>Potential questions for when we meet Lucy Hughes:</p> <ul style="list-style-type: none"> • Why was the Middlewich Neighbourhood Plan rejected? • Can we define development sites and how? • How far should we look at building design (e.g. ultra-modern, what is considered good/bad architecture)? 	
11	<p>Date of next meeting</p> <p>To be held at the Hurst Chapel at 7.30pm on Monday 13th May.</p> <p>NOTE: Meeting arranged with Lucy Hughes on Wed 8th May at 9.30am at Queens House Annexe, Queens Road, Chester, CH1 3BQ.</p>	