

**KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP**  
**MINUTES OF THE MEETING HELD IN THE HURST METHODIST CHAPEL ON**  
**10<sup>th</sup> JUNE 2019 AT 7.30PM**

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

	ITEM	ACTION
1	<p><b>Welcome and apologies</b></p> <p>No apologies were received.</p>	
2	<p><b>Agreement of previous minutes and matters arising</b></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"> <li>• CLJ to continue to explore the group's spending decisions with the parish council at a forthcoming meeting, along with the delay in payment of invoices;</li> <li>• JC confirmed that he had invited John Jordan to the meeting;</li> <li>• It was noted that the steering group needed an additional representative from the parish council following the resignation of David Molyneux as a councillor;</li> <li>• DM outlined that he had contacted CW&amp;C in relation to the conservation area. An officer from CW&amp;C confirmed that a review of the area was overdue but this was not expected to be carried out by them in the near future. However, the council acknowledged that any work on the village character as part of the NP would be useful evidence. In this context, it was suggested that it might be useful to look at the conservation area as a specific zone in the character appraisal. CW&amp;C also sent an advice note from Historic England:  <a href="https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/">https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/</a></li> </ul>	CLJ
3	<p><b>Declarations of interest</b></p> <p>No declarations were received.</p>	

4	<p><b>Agreement of main questionnaire</b></p> <p>CLJ thanked group members for their comments on the draft questionnaire. Following discussion, a number of minor alterations will be made to the document. CLJ requested photographs for the front cover.</p> <p>A number of comments had also been received by people who had kindly piloted the survey. Their various comments were discussed and JC agreed to reply to each respondent.</p> <p>ZJL outlined that she had received 4 quotes for printing (A4 colour booklet) between £357 and £519. It was agreed to go with the lowest quote – The Print Room in Chester. CLJ to finalise the questionnaire and arrange for printing by 17 June. ZJL to send the quote to CLJ.</p> <p>SW agreed to fold the questionnaires ready for circulation with Kingsley News in the last week of June.</p> <p>CLJ to put the questionnaire onto Survey Monkey and send the link to ZJL for inclusion in the July edition of Kingsley News by 20 June.</p> <p>DM has prepared 2 collection boxes for the Co-op and pharmacy. DM to drop these off once the questionnaire has been distributed.</p> <p>VW to confirm collation date for Kingsley News. CLJ asked for some volunteers on the day to assist.</p> <p>JC agreed to distribute questionnaires to areas where the Kingsley News wasn't delivered.</p> <p>ZJL to put out several reminders on Facebook in due course.</p> <p>VW handed over some old banners to DM. DM to affix notices to the NP banners saying 'survey out now'. DM to relocate the banner at Kingsley CP School to another more central location in the village.</p> <p>CLJ suggested that we could use some additional Locality grant money to pay for data entry once the questionnaires had been returned.</p>	<p>CLJ/All</p> <p>JC</p> <p>CLJ ZJL</p> <p>SW</p> <p>CLJ/ZJL</p> <p>DM</p> <p>VW/All</p> <p>JC</p> <p>ZJL</p> <p>DM</p>
5	<p><b>Village Character Assessment update</b></p> <p>CJ to continue work – topic to be covered in more detail at the next meeting.</p>	<p>CJ</p>
6	<p><b>Communications</b></p> <p>ZJL confirmed that she had circulated material from the open event to everyone on the mailing list. An article had also been prepared for the June edition of Kingsley News, along with a short note on Facebook.</p> <p>ZJL to prepare a short article for the next edition of Kingsley News including a link to the online questionnaire.</p>	<p>ZJL</p> <p>ZJL</p>

7	<p><b>Project budget update</b></p> <p>ZJL expressed disappointment that the parish council had still not paid Merseyside Printers despite a number of requests being made to the clerk. The group expressed concern that it was unlikely that the printing company would accept any future work from us. CLJ agreed to continue to chase the payment as well as the outstanding payments for the banners (£100) and for the open day refreshments (£16.63).</p> <p>DM confirmed that the invoice for Hurst room hire had been paid (£60).</p> <p>CLJ outlined that around £600 remained from the Locality grant which would be sufficient to cover the printing of the questionnaires (CW&amp;C's payment to CCA has fully covered their support so an additional £315 remains in the budget). CLJ to ask Locality what to do with any remaining funds and explore what is required to apply for any additional funds.</p>	<p>CLJ</p> <p>CLJ</p>
8	<p><b>AOB</b></p> <p>ZJL outlined that she had received a question about self-build properties via the group's generic NP e-mail address. The question was debated and ZJL agreed to respond, saying we had included something in the questionnaire.</p> <p>It was suggested that whilst the questionnaire was underway, we could start to compile some other parts of the plan. ZJL agreed to start putting together the consultation statement. Volunteers are sought to start writing other sections.</p>	<p>ZJL</p> <p>ZJL All</p>
9	<p><b>Date of next meeting</b></p> <p>To be held at the Hurst Chapel at 7.30pm on <b>Monday 8th July</b>.</p>	