

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

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

1	ITEM	ACTION
1	<p>Welcome and apologies</p> <p>Apologies were received from Clive Jones, David Molyneux (KPC), Richard Colin and John Hutchison.</p>	
2	<p>Agreement of previous minutes and matters arising</p> <p>The previous minutes were agreed.</p> <p>Claire to send Vic Wodhams a copy of the declarations of interest form.</p> <p>Claire to send all committee members the correspondence from CW&C regarding the area designation approval.</p>	<p>CLJ</p> <p>CLJ</p>
3	<p>Declarations of interest</p> <p>No additional interests were declared at the meeting.</p>	
4	<p>Questions for CW&C on Local Plan Parts 1 and 2 and their applicability to Kingsley</p> <p>It was agreed that Claire would contact our designated CW&C Planning Officer, Rosie Morgan, to invite her to the next meeting in June to answer our questions about the Local Plan Parts 1 and 2. It was agreed that we would also ask her to give a short 5-10 minute presentation about the Local Plan process and any updates on neighbourhood planning in general.</p> <p>John C agreed to compile and summarise the questions for CW&C which we could then send to Rosie in advance. Any further questions to be sent to John by Monday 21 May.</p> <p>Claire confirmed that nationally significant infrastructure projects (e.g. fracking) should be excluded from neighbourhood plans.</p>	<p>All/JC</p>
5	<p>Environmental information list</p> <p>Danny outlined that he had added some further environmental information which had already been circulated to committee members. He has requested a biodiversity report and will add more information in due course. Claire said that we also needed to think about compiling some socio-economic data and agreed to circulate the latest OCSI report for</p>	

	<p>Kingsley which included demographic, employment, health and other relevant local information (albeit now fairly dated as based on 2011 Census data).</p> <p>Claire gave an update on the housing needs survey being carried out by CCA. CW&C and CCA are working together on a new formula for housing projections but it is thought that a draft report will be ready by the end of June at the latest. John Heselwood, the report's author, will be invited to a future meeting to present the results.</p>	CLJ
6	<p>Public consultation sub group report and pilot version questionnaire</p> <p>After a few minor tweaks, it was agreed that the latest version of the questionnaire was now ready for piloting. Zarine to circulate the final version by the end of the week. Steering group members were requested to pilot the survey on a minimum of 5 people each. Members to send any completed versions to Zarine and to request any general comments on the survey layout be sent to the NP e-mail address: kingsley.npsg@gmail.com</p> <p>Zarine has obtained some initial prices for printing – between £90 and £144 for 500 colour A3 copies.</p>	ZJL All
7	<p>Project plan update and key stages process map</p> <p>No further updates. Claire to circulate the Locality version of the project plan for information.</p>	CLJ
8	<p>Project resources/Locality funding</p> <p>Claire outlined the various costs associated with the production of a NP. These included:</p> <ul style="list-style-type: none"> • professional fees (up to £500 per day) to help with aspects such as drafting of policies and preparation of key statements; • technical reports (e.g. Cheshire Wildlife Trust reports costing around £1,000, area character assessments – circa £5-6,000); and • general costs like printing, room hire and publicity. <p>Claire to circulate the budget section from a completed Locality application from another group for information. Claire also to circulate examples of some of the reports referred to above.</p>	CLJ
9	<p>NP logo</p> <p>Richard to circulate once ready.</p>	RC
10	<p>AOB</p> <p>Claire reminded the group that we still had some outstanding support from Richard Thresh of CCA. It was agreed to send him a copy of the pilot questionnaire for comment and invite him to comment on our draft vision and objectives in due course.</p> <p>John C to invite the chair of the Comberbach NPSG to attend one of our next meetings (thought to be at a similar stage to us in the NP process). It was generally agreed that it would be useful to keep in touch with them and share some relevant information (e.g. minutes) as both plans develop.</p>	JC

11	Date of next meeting To be held at the Hurst Chapel at 7.30pm on Monday 4 June 2018.	
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