

KINGSLEY NEIGHBOURHOOD PLAN STEERING GROUP
MINUTES OF THE MEETING HELD IN THE HURST METHODIST CHAPEL ON
18 MARCH 2019 AT 7.30PM

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

ITEM	ACTION
<p>1 Welcome and apologies</p> <p>Apologies were received from Richard Colin, Sue Whitby and David Molyneux (KPC).</p>	
<p>2 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"> • CLJ confirmed that she had sent the approved first stage consultation report to Kingsley Parish Council for information; • ZJL confirmed that she had updated the forthcoming dates of steering group meetings on the Kingsley website; • To note we still have around 2 hour's support outstanding from CCA; • CLJ to invite those survey respondents who had expressed an interest in joining the steering group and being on the mailing list to the open events in April; • CLJ to continue to explore the group's spending decisions with the parish council at a forthcoming meeting; • DM to report back on any KPC updates relating to the conservation area. 	<p>CLJ</p> <p>CLJ</p> <p>DM</p>
<p>3 Declarations of interest</p> <p>No declarations were received.</p>	
<p>4 Consultation events – final arrangements</p> <p>ZJL outlined that the March open day events had been cancelled due to them not being advertised in the latest edition of Kingsley News. New dates had been arranged as follows – and will be advertised in the April edition:</p> <p>Sat 6 April Kingsley Community Centre 10am-1pm Wed 10 April Kingsley and Newton Village Institute 6pm-9pm</p>	

SW, CJ, JC and ZJL to attend the event on 6 April. JC and CJ to attend the event on 10 April, DM to attend for some of the event. DMx, ZJL and RC to confirm if they can also attend.	DMx/RC/ ZJL
All attendees to take some photos of the events for the public consultation report.	ALL
ZJL agreed to advertise the dates on Facebook/website nearer the time.	ZJL
SW to provide refreshments for both events (budget - £43).	SW
Jo Preston (Booking Secretary) has invoiced KPC for the cost of the community centre hire (£25). There will be no charge for use of the institute.	
SB showed the final version of the presentation. All agreed it was excellent with just one small amendment to the final slide – change from ‘we meet on the first Monday of the month’ to ‘we meet regularly’. SB to send final copy to ZJL for printing.	SB
CLJ and ZJL to organise display boards. DM to arrange projector and screen – to drop these off with JC.	CLJ/ZJL/ DM
It was agreed that one high quality A3 colour copy of each slide would be printed and mounted on display boards (cost around £30). ZJL to arrange printing with Merseyside Printers. ZJL also to arrange 10 colour copies on lower quality paper for handouts and for steering group members. Deadline for printing – 1 April.	ZJL
CLJ outlined that CW&C had sent a PDF version of the boundary map along with 2 A0 size print outs (no charge). CLJ to e-mail SB a copy of the PDF. CLJ to collect print outs from Chester. These would be used at the events along with the maps DM had printed. CW&C confirmed that they weren’t aware of any issues with the OS licence arrangements. CJ to organise post-it note exercise for character areas. CLJ to provide some marker pens and post-it notes.	CLJ CJ CLJ
CLJ confirmed that 3 banners had been ordered at a cost of £100. These will be put up on display as soon as possible.	CLJ
ZJL purchased some sticky faces for people to either support or disagree on the vision and objectives. CLJ to provide some post-it notes and paper for any additional comments. ZJL to arrange large (A1 or A0 size) copies of the vision and objective slides with the printers for this exercise.	CLJ ZJL
CLJ to organise a sign-in sheet for people to leave contact details if they wished (along with relevant data protection statement).	CLJ
It was agreed that any feedback received (e.g. difficult questions) from the first event would be passed on to anyone involved with the second event.	ALL
DM to display presentation material at the Hurst Chapel on a Sunday following the drop-in events.	DM

	<p>If attendance at the drop-ins had been disappointing, it was suggested that we could carry out a Facebook poll to get support for the vision and objectives.</p> <p>First stage consultation report and housing needs survey to be put onto the village website following the open events in April.</p>	ZJL
5	<p>Housing Needs Survey Final Report</p> <p>This has been completed and a final report has been received and circulated. CLJ to send a copy to the parish council for information. A paper copy was given to CJ for use at the open events if required.</p>	CLJ
6	<p>Cheshire Wildlife Trust report</p> <p>DM outlined that the report had now been completed and an invoice had been received by KPC. DM to start to put some draft policies together based on the findings.</p>	DM
7	<p>Village Character Assessment update</p> <p>CJ outlined that that no further work had been completed due to a problem with his laptop security. Steering group members were requested not to send any further information via e-mail to him for the time being. CJ to bring along some material on the character assessment to the open events.</p>	CJ
8	<p>Preparation of main questionnaire</p> <p>CLJ to get some good examples of main NP questionnaires from Lucy Hughes and circulate these before the next meeting.</p>	CLJ
9	<p>Communications</p> <p>Nothing to report.</p>	
10	<p>Project budget update</p> <p>CLJ outlined the project costs so far. It was noted that we were making good progress and were well within our budget. CLJ to complete an 'End of Grant Report' which had been received from Locality.</p>	CLJ
11	<p>AOB</p> <p>CLJ outlined that the Middlewich Neighbourhood Plan had been rejected.</p>	
12	<p>Date of next meeting</p> <p>To be held at the Hurst Chapel at 7.30pm on Monday 15 April (moved from 8th April).</p>	