

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

Attending: John Carson (Chair)  
 Claire Jones (KPC and Secretary)  
 Danny Moores (KPC)  
 David Molyneux (KPC)  
 Richard Colin  
 Clive Jones  
 Stuart Begg  
 Sue Whitby

	ITEM	ACTION
1	<p><b>Welcome and apologies</b></p> <p>Apologies were received from Zarine Jewell-Liggins and Vic Wodhams.</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>• To note we still have around half a day's support outstanding from CCA;</li> <li>• CLJ to invite those survey respondents who had expressed an interest in joining the steering group to the next meeting;</li> <li>• CLJ to discuss spending decisions and proposals to amend the group's terms and conditions with the parish council at a forthcoming meeting;</li> <li>• CLJ to chase housing needs survey with John Heselwood; and</li> <li>• DM to report back on any KPC updates relating to the conservation area.</li> </ul>	<p>CLJ</p> <p>CLJ</p> <p>CLJ</p> <p>DM</p>
3	<p><b>Declarations of interest</b></p> <p>No declarations were received.</p>	
4	<p><b>First stage consultation results and open event arrangements</b></p> <p>CLJ presented a report which summarised the findings of the first stage consultation. 170 surveys had been returned (around a 20% household response rate). Full transcripts of the open questions were also circulated to steering group members.</p> <p>JC felt that the appearance of the word 'village' in both the like (Q4) and dislike (Q5) questions could be misleading and agreed to draft some additional text in this respect. The group was requested to send any further comments on the report to CLJ. It was suggested that the findings could be shared on the project website in due course.</p> <p>In relation to feeding back the results to the village, it was proposed that a</p>	<p>JC</p> <p>All</p>

	<p>number of informal drop-in events were held. Lucy Hughes at CCA had recommended including quotes from the surveys as well as a number of pie charts and maps to display the results. She advised that we should focus on visual evidence, rather than too much written text. She also advised that we displayed the draft vision and objectives and asked for views. DMx suggested we could also present the findings to local groups in the village.</p> <p>SB (and possibly Zarine) to bring along a plan for the drop-in events to the next meeting (including any materials we might need).</p>	SB/ZJL
5	<p><b>Feedback from meeting with Lucy Hughes, CCA</b></p> <p>CLJ, DM and CJ met Lucy Hughes from CCA on 14 November to discuss the first stage consultation feedback to the community, the preparation of the vision and objectives section of the plan, the character assessment and the main questionnaire stage. A written report from the meeting had been prepared and circulated to the group.</p>	
6	<p><b>Preparation of Vision and Objectives and second stage consultation</b></p> <p>It was agreed that the next task should be to produce the vision and objectives part of the plan following the feedback from the community. It was recommended that we follow Planning Aid's document which succinctly describes the process:  <a href="https://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How_to_develop_a_vision_and_objectives.pdf">https://www.ourneighbourhoodplanning.org.uk/storage/resources/documents/How_to_develop_a_vision_and_objectives.pdf</a></p> <p>It was agreed that Claire, Richard, Danny, Sue and John would form a sub-group to look at producing some draft vision and objectives by January's meeting. SB also agreed to send some thoughts.</p> <p>The second stage of the consultation process will involve the circulation of a main questionnaire. This is expected to be larger than the initial survey, perhaps with around 20 questions split into the key heading identified in the vision and objectives. The group may wish to look at a separate consultation exercise with young people and local businesses. Lucy Hughes has recommended 2 good questionnaires which we could consider as templates – Woore and Holmes Chapel (copied to group with minutes). It was proposed that a draft could be drawn up in March with a potential circulation date of April/May 2019.</p>	<p>ALL</p> <p>CLJ/RC/ DM/SW/ JC/SB</p>
7	<p><b>Cheshire Wildlife Trust report update</b></p> <p>CWT has produced a habitat distinctiveness map for the parish to highlight areas that they believe to have a high and medium value for wildlife (e.g. ancient woodlands, traditional orchards, semi-natural grasslands). They have asked the group to get back to them to say if there are areas of interesting habitat that they've missed or areas with poor wildlife habitat that they've included. DM requested any comments in this respect by 12 December. Once CWT have completed the habitat distinctiveness map, a wildlife corridor map will be created and they will then produce a final report.</p>	All/DM

8	<p><b>Village Character Assessment</b></p> <p>Members of the group discussed this with Lucy Hughes at their meeting with her in November. She recommended a useful guide:  <a href="https://www.rtpi.org.uk/media/1271765/how_to_prepare_a_character_assessment.pdf">https://www.rtpi.org.uk/media/1271765/how_to_prepare_a_character_assessment.pdf</a>  DM has already completed some work on this document and CJ and JC agreed to continue to look at key zones along with important views of the village. They agreed to report back any findings in January.</p>	CJ/JC
9	<p><b>Communications</b></p> <p>ZJL to continue to send information to Simon Sherlock for the website.</p> <p>Zarine to write an article for the January edition of the Kingsley News thanking everyone who had responded and setting out a few facts about the findings. Also include: the next steps for the plan – i.e. proposed drop-in events in February/March and the vision and objectives stage. Also to highlight that the next meeting would be held on 14<sup>th</sup> January, rather than the 7<sup>th</sup>.</p>	ZJL  ZJL
10	<p><b>Progress against project plan</b></p> <p>DM agreed to circulate a revised version of the plan with important key dates. It was agreed that this would be a useful visual for the drop-in events.</p>	DM
11	<p><b>AOB</b></p> <p>Nothing was raised.</p>	
12	<p><b>Date of next meeting</b></p> <p>To be held at the Hurst Chapel at 7.30pm on <b>Monday 14 January 2018</b>.</p>	