

INCE PARISH COUNCIL Neighbourhood Plan

Minutes of the Meeting held at Ince Village Hall on 10 September 2019

Present: 14 residents and councillors
Also present: John Hesslewood – Cheshire Community Action
Apologies: Councillor Paul Longshaw

Councillor Chris Jackson(CJ) opened the meeting and welcomed John Hesslewood(JH) who confirmed that he had spoken to the planning authority to confirm the funding for Ince Parish Council to investigate the planning process. The following items were discussed

- CJ had circulated questionnaires to interested residents to identify their skills and interests, some still to be returned
- JH had provided templates for Terms of Reference and the Steering Group Constitution which need to be set up for the group.
- **Steering Group** - members of the Steering Group to be identified; group to elect a Chair and identify a treasurer. Group to set up terms of reference
- **Working Groups** to be set up covering specific areas of interest to be included in the Neighbourhood Plan. Information and minutes will feed into the Steering Group

Question: Is there a standard format for the minutes?

JH – No but suggested they mirror the Parish Council format

- **Chair** – an important role to manage the planning views
- **Data analysis** is important – suggest an initial light touch survey of all residents to obtain initial views
- **Marketing and Communication** – need skills for website, social medial, newsletters, public speaking
- **Maps** – need skills to read maps and identify relevant information. The Local Authority will provide copies of all the relevant mas
- **Planning background** – this can be useful but these services can be bought in

Question: Is there a template?

JH – yes I will provide this

Question: Can you pull in people with the relevant skills to support the Steering Group?

JH – Yes. There is a template for the Project Plan

Action JH will email all the relevant documents and templates to CJ for her to circulate

JH confirmed that the Neighbourhood Plan is a document used by the Council when making planning application decisions; it is a legal document and its focus must be on land use and development. Cheshire West and Chester (CWAC) have issued their Local Plans 1 and 2. The Neighbourhood Plan must conform to the Local Plans and it is advised not to duplicate information in them.

JH advised the following:

- **Vision** – JH advised making it fairly short, distinctive and relevant. Ince is already a distinctive, small community surrounded by industry
- **Objectives** – ensure they are precise and do not include too many
- **Planning Policy** – the current council policy will run until 2030 and is what the planners will use
- **Justification and Explanation** – this backs up the plan. Include historic background, heritage and conservation areas. Link this to CWAC's conservation information

- **Policies** – can be just one. The policy must be relevant and achievable

Question: Is there a set timescale?

JH – No fixed time to complete but preferably not too long

Question: Industry surrounds us, can the surrounding industry influence of support the Neighbourhood Plan?

JH - CWAC Planning policy is robust and supports CWAC's Local Plans. Might want / have to consult the local industries/ land owners with the draft Neighbourhood Plan during the 6 week consultation period. They can respond and submit a representation; Ince Steering group can take note and/or ignore the comments, but are not required to act on them

- **Consultation period** – 6 weeks to consult the Draft Neighbourhood Plan with local residents / industry / land owners. After consultation period the plan is submitted to CWAC for them to assess that it conforms to the Local Plans. CWAC pay the costs
- **Planning examiner** – Ince and CWAC jointly appoint a planning examiner. Ince choose who they want. The examiner has the power to delete a policy
- **Policies** – Ensure that they are thorough and robust and make sure that protected sites in the area remain protected.
- **Draft Plan completed examination** – Once passed the plan goes to CWAC Democratic Services who organise the local referendum to agree the plan. Once agreed the plan becomes an official legal document

Question: Who sends out the plan to all the residents for consultation?

- **JH – Planners are responsible for managing the consultation process.**
- **Steering group gives details of who needs to be consulted and decides how the consultation process should work.**
- **Do not need to provide a copy for every resident, just make it available ie. On the website, hard copies accessible.**
- **Can set up an on-line response mechanism**
- **Suggest give copies to neighbouring parishes for consultation**
- **Neighbourhood Plan Road Map Guide gives full details of the procedure**
- **Should engage the community throughout the process with ideas / proposals and ask for comments / feedback.**

Registering the Neighbourhood Area

- a map of the new Ince Parish Boundary including the marshes should be submitted to CWAC Planning dept – can be sent electronically
- Neighbourhood Plan will describe the Parish boundary that the plan covers
- 6 week publicity / consultation period of the described boundary is required as areas covered by active Neighbourhood Plans cannot overlap
- Consultation period will flag up any other parish is trying to include part of the parish of Ince in their plan

Action: Steering group to submit boundary map to CWAC Planning department asap

JH advised that he had done some research through CWAC and looked at their Local Plan Policies relevant to Ince

- Plan 1 identifies key service centres and housing targets. Ince is **not** identified as a housing target. The only house building allowed would be “infill” ie 2 dwellings
- Existing buildings could be allowed to be converted
- Greenbelt area is a designated restricted area

Question: It has been rumoured that a particular parcel of land on the edge of the village has been identified for light industrial or 150 houses

- Only allowed plans for industrial units are in the Protos area which has very tight layers of planning restrictions already in place
- A lot of environmental work has already taken place locally to mitigate the industrial sites
- Local Plan 1 stipulates that the greenbelt area can only be developed for farming / forestry where it is absolutely necessary to expand an existing business
- CWAC has put in place restrictions to manage flood risk / water management / biodiversity / geodiversity, all to protect health and environment

Neighbourhood Plan:

- One focus could be to support environment / biodiversity / wildlife protection
- Engage Cheshire Wildlife Trust to provide information on these areas by using part of the grant for expert advice. JH suggested contacting Dr Rachel Jivers, Planning Wildlife Expert
- Suggest starting asap with a meeting to discuss requirements and costs and planning for the work to start April 2020 when the grant will become available.
- Look for any other organisations / individuals with local knowledge
- Look at what other environmental protection can be added in

Question: Helsby have completed their Neighbourhood Plan can we obtain a copy and look at what they have included for local industry which would affect us as well?

Action: Suggested contacting the lady in Helsby who is a local historian and led a history trail round Ince

Local Green Space

- Can create protection for an amenity / area used by residents for leisure and recreation. CWAC have guidance on how to provide this.
- Cannot create a new greenbelt area but can identify / map existing area(s) and why they are important to the community. Suggest including letters and photos of support from residents

Question: Can we increase the Conservation Area?

- Cannot change the existing conservation area
- Ince is already designated with significant heritage buildings. Could commission a Heritage Assets appraisal which can enshrine design codes in planning policy.
- May be able to add additional Heritage Assets – CWAC and Historic England have guidance notes. CWAC contact in Conservation is Kirsty Henderson

Question: Is it possible to protect and maintain current agricultural land?

- Suggest contact CWAC and establish whether it is protected or not

Footpaths and Cycleways

- If you decide where you want footpaths to be in areas of new development then the aspiration should be included in the policy. This will be a trigger that will state that developers will have to pay to provide them as part of their project
- Protect existing footpaths / cycleways / bridleways or create new ones to replace any lost to development
- **CWAC contacts – Lindsey James – Looked after employment / Environmental**

Protection. Charlotte Aspinall – technical planning

Preparation work for next 6 months

- Research the community with light touch questionnaire for views on area proposed for the Neighbourhood Plan
- Ensure the initial questionnaire covers all the areas that are to be included in the plan in order that residents can fully express their views
- Chelford in Cheshire East carried out a survey and the information and views gathered formulated the vision and policies
- Look at other plans for ideas on wording / vision statement etc.
- £9,000 funding grant – apply in stages, what is received must be spent in the financial year it is received. Aim for first application to be from April 2020
- Put budget plan together for first grant application
- JH still has 1 day of time available to us – we can use his desk time for support
- Decide key topic areas and how many sub groups are required – suggested are Heritage / Local Greenspace / Wildlife and Biodiversity
- Work of the groups may have crossover. Suggest fewer groups as possible and set out what specific areas the groups will cover
- Local footpaths could be part of local greenspace
- Protection of local amenities / facilities. i.e. the Village Hall could be part of local heritage
- Look at whether we can request an increase in the mitigation for planned building / local industry above what is already included in the Local Plan

CJ thanked JH for his time, knowledge, expertise and ad vice. CJ also thanked all the residents who had attended. CJ will circulate minutes and information and details of membership and dates for the Steering Group meeting.