

Minutes of the Ince Neighbourhood Plan Steering Group Meeting

held on 18th November 2019

Present: Drew Bellis, Pam Bellis, Andy Eardley, Helen Fuller, Kevin Hickson, Chris Jackson, Tim Lloyd, Neil Pond

Apologies were received from Ray Hassell,

In the absence of Ray Hassell, Chris Jackson took the chair

1. Apologies

Ray Hassell

2. Minutes of the last meeting held on 28th October 2019

Minutes were agreed

3. Matters arising

- **Generic e mail account** Drew Bellis(DB) confirmed that he has set the generic email for the neighbourhood plan which is inceneighbourhoodplan@gmail.com. All members have been added and will have access to the email account. DB proposed setting up a group email for each of the groups to allow ease of communication. This was agreed
Action: DB to set up group email accounts
- **Electronic calendar** DB has set up the electronic calendar and agreed to manage the calendar. All group meeting dates will be entered into the calendar which will generate reminders to members of the groups.
- **Template for contacts** Pam Bellis (PB) had provided the templates for the groups – Steering Group, Environment, Green Spaces, Heritage - which should be used at each meeting to record external bodies / people contacted and the relevant information. Discussion took place about the groups and it was agreed that the groups should have been Steering Group, Environment and Green Spaces, Heritage, Wildlife and Bio-diversity. **Action: PB will amend the headings on the Group Membership document and the contact templates and re-issue the documents**
- **John Heselwood (JH) costings** Chris Jackson (CJ) advised that JH's daily cost will be £380. However, the Parish Council has agreed to become a member of Cheshire Community Action from next year and this will give a reduction of 10% on the daily rate to £342 per day. This was agreed. For budget purposes JH has advised that for the Neighbourhood Plan policies the cost would be either:
 - For the group to just gather information and evidence and JH to assess and write the policies – approx 6-7 days £2,394
 - For the group to write the draft policies and JH to oversee and amend as required – approx 3 – 4 days £1,200

- **Other possible budget costs** – were discussed and suggested as
 - Full Wildlife assessment approx £2,500
 - Heritage report – to be costed
 - Village Hall rental
 - Printing
 - **Use of remaining time for JH** – JH has advised that he would be happy to check the questionnaire before circulation and then complete the analysis and a report. This was agreed by the group
 - **Application for Ince Neighbourhood Plan designated site** – CJ advised that this has been completed and submitted to Cheshire West and Chester Council. The processing time is approximately 6 weeks
 - **Objective for each theme** – each group confirmed that they have drawn up a draft objective(s). PB asked if the Green Space objective could include something about “to seek opportunities to enhance and expand existing Green Spaces to support the well-being of residents”
- 4. Agree information to go into survey** CJ had spoken to JH who advised conducting an Initial Questionnaire now and a full detailed questionnaire at a future date when detailed information had been gathered and assessed. CJ had circulated a proposed draft questionnaire for discussion. The group thanked CJ for the document and agreed the introduction and information was very clear. The following areas were highlighted:
- a. Discussed whether young people's views should be gathered separately and it was agreed to include this in the full questionnaire
 - b. p4. Amend Historic and cultural features to be two separate lines – Historic Buildings and Historic and Cultural features. Suggested giving an example for the Historic features – eg. The Village Lamp on the Square
 - c. p5. where there are age/ categories and boxes for ticking, amend the form to place the box beneath the age / category description
 - d. Discussion took place about gathering views from Businesses in the village where the employees are non-resident. PB confirmed from previous minutes that JH had advised that all business in the area should be part of the consultation process when the draft Neighbourhood Plan has been written
 - e. p6 Include the new generic email address inceneighbourhoodplan@gmail.com
 - f. p6 Include the information drop in session at the Village Hall on Monday 2nd December 6:30 – 7:00

- g. DB to include some photographs of the village and area

Actions:

- o **CJ to complete the amendments and forward to DB who will include the photographs – to be completed by 21st November.**
- o **CJ to arrange for questionnaires to be printed ready for distribution on 27th November 2019**

5. Hand out distribution list for survey and agree meeting place for delivery

All members will collect questionnaires for distribution from CJ who will issue delivery addresses. It was agreed that when delivering the questionnaire, members should advise residents of the drop in session and also ask if they wished the questionnaire to be collected, and if so, arrange the collection date.

6. Thoughts on Vision It was agreed that this should be written in January to allow for consideration of residents' views in the questionnaire. **Action: Agenda item for January 2020 meeting. Amend Task list**

7. Tasks The following dates and information were agreed

Task	Who	Completion date
Draft Survey to go to JH	Chris	ASAP
Print survey	Rachael Willis	Before 27 th November
Basic costings for each objective	Subgroups	February
List names contacted\dates of contact	All groups	On going
Costings for John Heselwood	Steering group	February
Vision Statement	Steering group	January 2020
Handout surveys -door to door-speak to residents-have drop off point too	Volunteers from all groups	November-27 th
Drop in meeting for residents (before PC meeting)	Steering group	December 2 nd 6.30
Collection of surveys	Volunteers from all groups	By December 7 th
Send surveys to JH for analysis	Chris	January following Steering Group meeting
Place updated information (minutes) on PC website and Parish Council Noticeboard	Paul Longshaw / PB	After each meeting
Gather evidence	All groups	On going
Listed heritage assets needed	PC	January 2020
List of green spaces needed	PC	January 2020
Other ideas		

8. Date for next subgroups meetings No dates booked. Group leaders to advise DB of dates to be included in electronic calendar. It was confirmed that all Sub Group leaders are invited to attend the Steering Group meetings
Action: Sub Group leaders to agree meeting dates and advise DB

9. Date for next whole group meeting -

20th January 2020 at 7.00pm in the Village Hall