

Minutes of the Ince Neighbourhood Plan Steering Group Meeting
held on 6th October 2021 at Ince Village Hall

Present: Pam Bellis, Andy Eardley, Helen Fuller, Maureen Hassell, Ray Hassell, Chris Jackson, Richard Shilton

1 Apologies

Andy Ankers, Barbara Ankers, Drew Bellis, Tim Lloyd

2 Minutes of the meeting held on 8th September 2021

Minutes agreed

3 Matters arising not agenda items

None raised

4 Update on tasks / actions from last meeting

- **Greenspaces document to be completed and agreed by the group**– the document had been circulated to the group. The document was agreed. It was noted that the area of the churchyard required to be outlined on the map **Action: PB to proof read again for any spelling / typing errors and ask DB to complete any amendments**
- **Greenspaces document to go to Ben McLachlan and Lucy** - CJ had sent a copy to Ben and Lucy
- **Letters to be sent out to owners /tenants of greenspaces** – they are all ready to go with the finalised document. CJ will ask Ben and Lucy when they should be sent out
- **Comments from Ben to be sent out to the group** – nothing to report yet
- **Changes to be suggested** – none received yet
- **Final drafts documents to be sent out to the group** – this is only if there are any amendments required to the documents
- **Local list project start date to be agreed** – CJ had contacted Ruth but the website is not ready yet. Ruth will advise when it is ready for information to be uploaded
- **CAA work start date to be agreed** – James has not forwarded a date yet
- **Date to be suggested for consultation** – CJ had spoken to Ben who had advised they are currently reading all the documentation. There is a query on the opening of the lost footpath which may need a Strategic Environmental Assessment before it can be re-opened. CJ had received an email from Lois at Protos stating that Protos have no plans to re-open the footpaths. CJ has forwarded the email onto Planning. If we need the assessment their decision will go to Natural England and to DEFRA, who may also say that it is required. If an assessment has to be completed it will be the Neighbourhood Plan group's responsibility to organise and pay for it

- **Next steps to be agreed** – CJ will contact James Dixon over the issues of the footpaths

5 Reports yet to be completed / agreed

- Greenspaces document agreed .

6 Discuss Lucy's suggestions for public consultation – see list – agree amendments – the suggestions were discussed and the following noted

- We can set our own date
- We need to complete all the suggestions in order for the process to be compliant
- Draft letter to be sent to everyone who lives and / or works in the village plus all groups / bodies detailed on the list which will be provided by CWAC
- Date the plan will be effective for – 15 years after publication so suggest 2037
- Consultation dates to be agreed
- Letters to be issued a week before the opening date of the consultation
- Where and when plans will be available
 - Ellesmere Port Library
 - Council offices at the Civic Hall in Ellesmere Port
 - Village Hall – 3 separate sessions, one morning, one afternoon, one evening
 - Parish Council website – all documentation to be available
- Comments on the plan – various ways to collect them
 - Survey monkey to be completed on-line on the parish website
 - Hard copy forms available from the library, the Civic Hall and the Village Hall sessions
- Publication of the comments to be on the parish council website
- Have to consider any comments but do not have to take action on comments made
- Do individual workers have the right comment or does the comment have to come from the company / body that they work for? **Action: CJ will check this information with Lucy**
- Final draft paperwork to be sent to Lucy before it is circulated

10 Update on Project Plan – make provisional dates for consultation

Suggested consultation dates:

1st November 2021 to 13th December 2021 **or** 10th January 2022 to 21st February 2022

CJ will check the proposed dates with Ben

Suggested dates for public viewing of documents in the Village Hall – week beginning 8th November – Monday evening, Thursday afternoon, Saturday morning. Once dates are confirmed agree who will be available to host the meetings.

8 Suggest sections to be enlarged

The following documents were suggested for enlargement

- Map showing the parish boundary
- Map from the Biodiversity report
- Conservation area extension plan
- Greenspaces photos and description
- Views photos and description

RH will arrange to have the documents printed

9 Comments / updates from group

None

10 Tasks for the next meeting

Task	Who	Completion Date
Comments from Ben McLachlan on documents to be sent out to the group	Chris	As soon as received
Changes suggested to be made	Chris and Lucy	As soon as can be made following comments
All final draft documents to be sent out to group for agreement	Chris	Once alterations made -October
Letters to be sent to owners /tenants	Chris	October -before consultation dates
Local list project start date to be agreed	Ruth, Jennifer, James	As soon as is possible
Non-designated assets to be placed onto website for Local List	Chris, Helen, Pam	As soon as website is live
CAA work start date to be agreed	James	As soon as is possible
Print agreed sections for meeting	Ray	Before meeting date
Letters to be sent out regarding meetings	Volunteers by hand E mail -Pam /Chris	As soon as consultation dates agreed
Follow Reg 14 requirements	Chris to liaise with Ray for this	As soon as date given for consultation

11 Date and time of next meeting

Monday 25th October at 7pm or Monday 8th November at 7pm – to be confirmed