

Minutes of the Ince Neighbourhood Plan Steering Group Meeting

held on-line on 21st June 2021

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

Also present:

1 Apologies

Andy Ankers, Barbara Ankers, Maureen Hassell, Ray Hassell

Chris Jackson took the Chair

2 Minutes of the meeting held on 24th May 2021

Minutes agreed

3 Matters arising not agenda items

None

4 Update on tasks / actions from last meeting

- **Greenspaces document to be completed** – three area descriptions to be by the end of July ready for the evidence assessment **Action: Steering group to assess, evaluate and amend as require, all the evidence at the next meeting**
- **Survey on Green spaces** – surveys all distributed with a return date of 27th June. **Action: CJ will analyse the results and pass the information onto Lucy**
- **Draft policy document** – CJ had forwarded all the proposed amendments to Lucy who agreed them and has amended the draft policy document
- **Draft policy document – rail spur** – AE had checked his information and advised that the rail spur had to be started by 24 April 2029. **Action: AE will check the information with Sarah and provide the wording to be included in the policy**
- **Significant views template** – CJ had circulated a document with the proposed format of Description / photograph / map / grid reference. TL suggested making the arrows red and include a graphic big eye with lashes to denote “looking at”. **Action: CJ will include suggested amendments**

5 Ongoing Tasks

Task	Who	Completion date
Greenspaces document to be completed	Greenspaces group	By the end of July

Views document to be completed .- CJ will complete all the information she has and forward the document to the Greenspaces group	Greenspaces group	July
Above documents to be sent to Lucy .	Chris	July
Results of surveys to be sent out to Steering group Steering group to meet to assess the evidence	Chris Steering Group	End of July
Letters to go out to owners/tenants of greenspaces identified on final list .This to include non-designated assets list owners/tenants.	Chris	After all the surveys and evidence are finalised
Final Draft Reg 14 doc to be sent to Catherine Morgatroyd in Planning for comment and next steps .	Lucy/Chris	July
New Grant form to be completed – need to identify any costs that will need to be paid. Suggested we may need large print documents for residents to access	Chris	July
Other		

8 AOB

No items raised

9 Date and time of next meeting

Monday 26th July at 7pm in the Village Hall

CJ to ask Ray to print a full set of documents to be discussed at this meeting for each person on the Steering Group