

**Minutes of the Ince Neighbourhood Plan Steering Group Meeting
held on 12th January 2022 on Zoom**

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

1 Apologies

Andy Ankers, Barbara Ankers, Tim Lloyd

2 Minutes of the meeting held on 13th December 2021

Minutes agreed

3 Matters arising not agenda items

None raised

4 Update on tasks / actions from November's meeting

- **Complete all non -designated assets on website**-Most completed but still a few to do. There have been some issues uploading the photos, they need to be jpeg format
- **Letters to consultees to be prepared – dates to be added then ready to circulate**- all letters to residents have been given out plus 20 workers at Willis' and all emails to those on CWaC consultee list have been sent out (58 + extras)
- **Letters to be sent out to residents /owners /tenants of proposed conservation Area extension following advice from James Dixon (Conservation Officer)**-Not yet done as waiting for JD to get back to CJ with the details of the letter.
- **Heritage company / James Dixon to be contacted regarding meeting dates –** This has been done. Ruth, from Heritage Design, has said she will aim to attend at least 1 of the dates at the Village Hall. Still waiting to hear from James Dixon.
- **Jeannie to be asked if she can offer support for CAA meeting in absence of JD** HF has contacted Jeannie but has not heard back yet
- **Response letters to be printed out –** We have some printed out but will need more nearer the date
- **Conservation area map – CJ to send to RH for printing copies –** The copies will be printed and laminated and RH will collect this week
- **Final documents to be sent to PB and to DB to go up on the website**- all done

5 Check procedure for Consultation period

a. Who attending each Village Hall slot

Tuesday 1st February 7pm – 9pm – CJ, DB & AE

Saturday 5th February 10am – 12 noon PB, HF and CJ

Saturday 5th February 2pm – 4pm – CJ and PB

Wednesday 9th February 7pm to 9pm CJ and RH

- b. **Files to go to Civic Way Council Offices /Library** – files are ready and CJ will drop them off
- c. **2 files for the Village Hall and large versions of maps to go on display** – these will be ready for the meetings
- d. **Conservation maps to be on display in Village Hall** - these will be ready for the meetings
- e. **Each file to have consultation letter/comment forms/all documents (8)**
- f. **Posters to be made to advertise Consultation** – PB / DB will organise with all the information, laminate and put up on lamp posts and in Parish Council noticeboard and Village Hall noticeboard week before the consultation
- g. **Survey Monkey-can it be done for website** – Drew will set this up on the website and have it available from 24th January

6 Discuss action to be taken on Conservation Area Extension consultation

CJ is waiting to speak to James Dixon about what information is required and for details of the letter for distribution to all residents. The Consultation is the responsibility of CWAC

DB left the meeting

Need to know if there is a set period for the consultation for the Conservation Area

Suggest distributing the letter to residents a week before the Neighbourhood Plan consultation dates in the Village Hall

7 Comments / updates from group

None

8 Tasks for the next meeting

Task	Who	Completion Date
Complete all non -designated assets on website	Chris, Pam,Helen	asap
Letter re proposed Conservation area extension to be written with comment sheet / map attached	Chris and Lucy with support from JD	By January 19 th
Letters to be sent out to residents / owners / tenants / of proposed Conservation area extension plus all other residents	Pam, Chris, Helen	January 24 th (check conservation area)
Four files to be completed with two to go out to Civic Way	Chris	January 19 th
Survey Monkey to go on website	Drew	January 23 rd
Posters to be made	Drew and Pam	January 17 th
Contact JD and Heritage Design to remind them of dates	Chris	January 17 th

9 Date and time of next meeting

Wednesday 16^h February 2022 at 7pm on Zoom