

Minutes of the Ince Neighbourhood Plan Steering Group Meeting
held on 13th December 2021 at Ince Village Hall

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

1 Apologies

Andy Ankers, Barbara Ankers, Helen Fuller, Tim Lloyd

2 Minutes of the meeting held on 15th November 2021

Minutes agreed

3 Matters arising not agenda items

None raised

4 Update on tasks / actions from November's meeting

- **Suggested amendment to be passed on to Lucy** – Lucy and Ben held a meeting agreed amendments to be included which have all been completed
- **Final Reg 14 to be sent out to group** – document has been circulated
- **Letters to consultees to be prepared – partly done** – completed letter will be sent out either by email or hand delivered to all residents. CH has updated the circulation list and has asked Lucy to check it.
- **Letters to be sent out** - Need to agree the dates before the letter can be finalised and sent out. Draft comment sheets have been prepared
- **Local List assets to be placed onto the website** – some completed and the rest will be uploaded by the end of January. CJ / HF and PB are uploading the information. CJ advised that the photos have to be in jpeg format
- **CAA work start date to be agreed** – this is information which James Dixon will need to present. CJ has asked him for a sample letter for us to use and Lucy is also trying to source a suitable letter. **Action: CJ will contact James again to ask for the letter and details of the process to be followed**
- **Example file for consultation to be made** – ready to look at. Copies will be go to the library and the council offices in Ellesmere Port and 2 copies will be available at the Village Hall. A copy of the final Regulation 14 document will be included.
- **Ensure all minutes, agendas and documents are on the website** - All minutes, agendas and documents will be available under the Neighbourhood Plan on the Ince Parish Council website as PDF documents.

5 Reports yet to be completed / agreed

Reg 14 document – typing errors 1.7 and 4.1 need spaces between the words

- If the Conservation Area Extension is being taken out, how will it be presented? CJ advised that the report will stay in the document but the voting for the Conservation Area Assessment will be managed separately
- In HER Policy 3 it mentions the Cricket Field on Station Road but does not mention the view – the Views are recorded in a separate document
- Table 8.5 lists local greenspaces and has fallen across two sections – make sure it is not split in the final document
- Wording re: housing has been amended

CJ has asked Lucy to check the final document. When it is completed CJ will forward it to DB for final tidying and to format ready to print

6 Agree format of the file for Consultation

- CJ discussed the documents and format for the file
- Comment sheet is 18 pages long. CJ will forward to DB
- Documents include Regulation 14 document, maps and reports
- Agreed to have an extra copy of each of the documents and reports separate to the master files in the library, council offices and Village Hall for people to look at and read
- All agreed the format and contents of the Neighbourhood Plan Consultation file

7 Agree dates for Consultation in January 2022 and for sending out notifications

- Start date will be Monday 24th January 2022
- Closing date will be Sunday 13th March 2022
- Open sessions at the Village Hall will be
 - Tuesday 1st February 7pm to 9pm
 - Saturday 5th February 10am – 12noon and 2pm to 4pm
 - Wednesday 9th February 7pm to 9pm
- **Action PB to book the Village Hall**

8 Comments / updates from group

None

9 Tasks for the next meeting

Task	Who	Completion Date
Complete all non -designated assets on website	Chris and Pam -Helen's section complete	Start of January 2022
Letters to consultees to be prepared – dates to be added then ready to circulate	Chris and Pam	By January 5 th 2022
Letters to be agreed and sent out via e mail – need a covering letter for the email stating please see attached letter	Chris, Pam, and Helen	By January 10 th 2022
Letters to be sent out to residents	Chris, Pam, and Helen	On January 10 th by hand
Letters to be sent out to residents /owners /tenants of proposed Conservation area extension - waiting for letter from James	Chris and Lucy to write and above to hand out along with the other letters	January 10 th 2022
Heritage company / James Dixon to be contacted regarding meeting dates – consultation dates to be sent to the company	Chris	December
Jeannie to be asked if she can offer support for CAA meeting in absence of Conservation officer	Helen	As soon as possible
Response letters to be printed out – DB to tidy up and CJ will send to RH to be printed – 60 copies, 20 for each set of files	Ray	Before he retires! December
Conservation area map – CJ to send to RH for printing copies	Chris and Ray	Before he retires! December
Final documents to be sent to PB and to DB to go up on the website	CJ, DB, PB	December / January

10 Date and time of next meeting

Wednesday 12th January 2022 at 7pm at Ince Village Hall