



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Clerk/RFO: Kim Gray (Mrs)

Email: clerk@uptonbychesterparishcouncil.gov.uk

MINUTES: Meeting of the Community Engagement Committee held at 5 pm on Monday 3rd November 2025 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

Present: Cllr Rod Lee (Chair); Cllr J Ebo, Cllr C Jeffery, Cllr J Price and Cllr Sue Stanley

1. OPEN FORUM

No members of the public were present.

2. APOLOGIES FOR ABSENCE

All members of the committee were present

3. DECLARATIONS OF INTEREST

There were no declarations declared.

4. MINUTES

Resolved: that the Minutes of the meeting held on 6th October 2025 were confirmed as a true record and signed by the Chair.

5. COMMITTEE VISIONING

5.1 To prepare a vision for the committee moving forward to promote engagement with residents of the parish.

Members discussed how the role of the committee would promote community engagement and a shared understanding of what that means. Members agreed on four functions: the continuation of the Fun Day, Remembrance Day Parade and the Christmas Carol event, and the publication of the Council Newsletter. The regularity of committee meetings was a consideration, Members agreed that bi-monthly meetings would be sufficient moving forward.

Resolved: that the committee would focus on the Fun Day, Remembrance Day Parade, Christmas Carol event and the Newsletter.

Resolved: that the committee would meet bi-monthly.

6. PILOT PUBLIC FORUM

6.1 To prepare to hold a pilot public forum, with a view to regular quarterly engagement if successful.

Members discussed the proposal to hold regular public forums throughout the

year but agreed that ad hoc forums would be a more appropriate solution. The pop-up forums worked well and provided a way of gauging public opinion. Members agreed that although the Council could not advise members of the public on, they could fill a "signposting role" when approached about issues.

Resolved: that the committee would not plan to hold regular public forums but instead would hold targeted pop-up forums and consultations as was appropriate.

7. CHRISTMAS CAROL SERVICE

7.1 To receive an update on arrangements for the 2025 Christmas Carol

The Clerk has contacted the band and is awaiting confirmation of band members availability. Christmas tree(s) and lights will be arranged. The event has £750 in the budget. Focus over the next week is on the Remembrance Day Parade

Resolved: that the event would be the same format as last year and recommend that the Clerk implement the necessary arrangements.

8. COUNCIL NEWSLETTER

8.1 To approve content for the next Parish Newsletter – January/February.

- Budget/Precept
- Civility and Respect Pledge (if approved at full Council)
- Update on the Chemistry Pits Project Consultation
- Update on the Parish Council's Local Plan Consultation
- Update on High School Development
- New website (if approved at full Council)

9. CHEMISTRY PITS PROJECT CONSULTATION

9.1 To review results of the consultation at the Chemistry Pits 22nd October.

Results from the event held on the 22nd October await collations. The community engagement consultation is complete, and the results will be shared with Asset Management Committee for that committee to take forward. \$106 money could be used for benches.

10. DATE AND TIME OF NEXT MEETING

Resolved: that the next meeting of the Community Engagement Committee would move to bi-monthly meeting, the next meeting to be 5pm on Monday 26th January 2026.