**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Tuesday 13th January 2015, 7.30pm at St Columba’s Church Hall.

Present: D Evans, J Evans, J Cameron, P Coombe, L Mellor and M Worden.

In attendance: A Warburton (Winsford Town Council) and S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Lott.

**2. MINUTES OF THE LAST MEETING.**

**Resolved: that the Minutes of the meeting held on 18th November 2014 were confirmed as a correct record.**

**3. PRESENTATION FROM WINSFORD TOWN COUNCIL.**

Mr Alan Warburton attended the meeting to give an overview of the experience of Winsford Town Council in the production of their Neighbourhood Development Plan.

**4. MATTERS ARISING.**

There were no matters arising from the last meeting.

**5. CHESHIRE COMMUNITY ACTION.**

There was nothing further to report on this matter.

**6. CONSULTATION PLAN/QUESTIONNAIRE/TIMESCALES ETC.**

Documents prepared and circulated were received;

‘Issues and Opportunities’ document was approved, the ‘Timetable’ document requires small amendments (PC) after which it will be approved.

Resolved: that a ‘log’ of the processes will be kept, this will include the work done so far to register the group and identify the plan area (SP). A ‘drop box’ file will be set up to keep all the files (PC).

**7. CHESHIRE WEST AND CHESTER UPDATE.**

**Resolved: that the clerk will check the current status of the application for the approval of the plan area.**

**8. RESOURCES UPDATE.**

The clerk reported that an application for a bridging grant from My Community Rights has been submitted. A discussion of whether funding would be available from the Parish Council took place, whether it may be possible to gain sponsorship from local businesses, also regarding the possibility of asking the local university students to assist with the consultation process.

**Resolved: that the clerk will pursue the grant application and make a request to the Parish Council for funding.**

**9. ANY OTHER BUSINESS.**

**Resolved: that a Face Book and Twitter account will be set up for consultation and information purposes, followed later by a website. (PC)**

**10. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: that the date, time of the next meeting will be on Tuesday 17th February at 7.30pm at St Columba’s Church Hall.**