**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Monday 16th March 2015, 7.30pm at 26 Alpraham Crescent, Upton.

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

In attendance: C Morgetroyd and S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

No apologies for absence were received.

**2. CATHERINE MORGETROYD.**

CW&C planning officer Catherine Morgetroyd attended the meeting to introduce herself as the liaison between the Upton by Chester Neighbourhood Plan steering group and the planning authority.

Catherine gave an overview of her role in neighbourhood planning and the statutory responsibility of the authority.

The following advice/information was given:

* Consultation should be ‘focused’ and questionnaires should be clear and not ‘leading’.
* As much as possible should be put forward to be included in the Local Plan Pt 2 (the detailed plan) so that it is not necessary to repeat policy in the NP.
* The Local Plan Pt 2 is expected to be in draft form by December 2015, going out for consultation in early 2016.

**Resolved: that CM will check on any data base information held by CW&C that may be shared with the steering group for consultation purposes.**

**3. MINUTES OF THE LAST MEETING.**

**Resolved: that the Minutes of the meeting held on 17th February 2015 were confirmed as a correct record.**

**4. MATTERS ARISING.**

There were no matters arising from the Minutes.

**5. CHESHIRE WEST AND CHESTER UPDATE.**

There was nothing further to report.

**6. RESOURCES UPDATE.**

The clerk reported that the Parish Council recognizes its responsibility to fund the Neighbourhood Plan and has agreed to fund up to £5,000 on receipt of a written request including a broad breakdown of how the funding will be spent.

A new ‘My Community Rights’ fund is now available and applications may be submitted online. A detailed breakdown of proposed expenditure is require and must be spent within six months.

**Resolved: that MW and SP will submit the MCR funding application and submit the formal request to the Parish Council for funding.**

**7. CONSULTATION PROGRAMME AND PROGRESS.**

PC reported on the first draft of the Your Upton 2030 initial consultation questionnaire; this includes logos of several local businesses.

It was agreed that the consultation period for each step should be 6 weeks.

**Resolved: that the clerk will send a copy of the Parish Council logo to PC who will add it to Your Upton 2030 documentation.**

**Members of the steering group will access the draft questionnaire via the Google drive link set up by PC and pass on any comments within two weeks of this meeting.**

**8. NEXT STEPS.**

**Resolved: that the questionnaire will be ‘piloted’ by a small section of residents and at the Annual Assembly to assess the level and suitability of the questions. JC/PC**

**9. ANY OTHER BUSINESS.**

None.

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

**Resolved: that the next meeting will be on Thursday 16th April at 7.30pm.**