**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Tuesday 17th February 2015, 7.30pm at St Columba’s Church Hall.

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

In attendance: S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Lott and Mr D Evans.

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

**Resolved: that the Minutes of the meeting held on 13th January 2015 were confirmed as a correct record.**

**3. MATTERS ARISING.**

There were no matters arising from the Minutes.

**4. CHESHIRE WEST AND CHESTER UPDATE.**

Upton by Chester area has been approved and formally designated by Cheshire West and Chester Council.

The Clerk reported that Catherine Morgetroyd has been assigned as the Borough Council liaison officer.

**Resolved: that Catherine Morgetroyd will be invited to attend the next meeting.**

**5. RESOURCES UPDATE.**

The clerk reported that the application for the bridging grant from My Community Rights has been unsuccessful; unfortunately this funding was required to be spent in the next two months and it was felt that the timescales on the application did not reflect that this would be likely.

My Community Rights has just announced its successful bid to the DGCL to administer the next round of funding for which applications may be submitted in April 2015.

The clerk further reported that the request to the Parish Council for funding had resulted in some confusion as to who is responsible for the NDP and its associated costs.

**Resolved: that the clerk will liaise with MW regarding the application for the next round of My Community Rights funding as soon as it becomes available.**

**The clerk will formally request financial input from the Parish Council and will check on the timescales of grant funding being released in the next round.**

**6. CONSULATAION PROGRAMME AND PROGRESS.**

A discussion of proposed consultation methods took place; it was suggested that the Upton Neighbourhood Plan should be ‘branded’ the name put forward was ‘Your Upton 2030’.

It was agreed that the Parish Council needs to ‘take ownership’ of the NDP in order to assist its progression.

**Resolved: that the clerk will take the following requests to the Parish Council meeting on 23rd February:**

* **That the NDP brand name of ‘Your Upton 2030’ be adopted.**
* **That one of the PC website pages is given temporarily for use by the NDP steering group for consultation purposes.**
* **That funding is made available to cover the cost of consultation – even if only for a temporary period until grant funding is available.**
* **That contact details of local organisations previously used by the Parish Council, be made available to the steering group for consultation purposes.**

**7. NEXT STEPS.**

It was agreed that the branding of the plan was important.

**Resolved: that if agreed above the clerk will set up a page on the Parish Council website specifically for the NDP.**

**Once the brand name has been agreed above, social media will be set up, along with a Google drive file for the purpose of storing, sharing and accessing files. PC**

**8. ANY OTHER BUSINESS.**

It was agreed that communication with local businesses and community groups was essential.

**Resolved: that the clerk will look into using existing contact information for community groups and contact Chester Zoo to ask that they support us by displaying consultation information.**