**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

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

Present: Mr J Cameron, Mr P Coombe, Cllr J Evans, Mrs P Lott, Mrs L Mellor and Cllr B Southward.

In attendance: Mr P Pearn and Mrs S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr T Bartliff, Cllr Bryan, A Bennion, D Evans and J Coombe.

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

**Resolved: that the Minutes of the last meeting were confirmed as a correct record and signed by the Chairman.**

**Mr Pearn attended the meeting to ask a question and gain a better understanding of the purpose of the Neighbourhood Plan.**

**The Chairman gave an overview of the plan and the work done so far.**

**3. MATTERS ARISING.**

There were no matters arising from the Minutes that were not included on the remainder of the agenda.

**4. SOCIAL MEDIA**.

This item was taken at the end of the meeting.

The Chairman circulated a proposal prior to the meeting (attached to the Minutes); broadly the proposal was in light of a formal complaint regarding the unsuitable content of the twitter feed, to hand over the administration of the Your Upton 2030 social media to the clerk.

A discussion followed concerning the appropriate use of the social media for the purpose of promoting the neighbourhood plan without appearing biased in favour of any economic, social or environmental issues (in line with the expectations of a ‘fair’ consultation process prior to the referendum).

Members of the group feels very strongly that unconventional gas extraction should be included for consideration within the plan; the Chairman reiterated that this was not possible.

It was felt by a member of the Parish Council that the clerk did not have the time to take on the social media commitments of the NDP.

A second proposal was put forward, for the current social media administration arrangements to stay in place, with additional guidance from the Steering Group and a strict remit not to tweet or retweet anything with a political content or that may indicate an ‘endorsement’ of a product or policy.

Information regarding the progress of the plan, details of meetings and consultation will be included in social media messages.

**Resolved: that the second proposal (as detailed above) be carried – 6 in favour.**

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

There was no further information to consider from CW&C Council.

**6. QUESTIONNAIRE.**

The clerk reported that there have been around 35 consultation responses received back via the collection boxes with a further 29 responses via Survey Monkey.

**Resolved: that MW will prepare a press release to go out after the Upton businesses consultation event on 23rd November, to thank all for the responses so far and encourage people to complete the survey.**

**7. CONSULTATION.**

As above.

**8. NEXT STEPS.**

Resolved: that, JE and BS will work on creating a list of venues willing to host the display boards along with a timetable for the movement of the boards.

JC will move the display boards between venues at the agreed time.

JE will send a message out via ‘Street Life’ to encourage all residents to complete and return their questionnaire.

SP will email/acknowledge all residents who indicated that they would like to get involved with the production of the neighbourhood plan;

SP will put up posters in the P Council notice boards, local shops, library and doctors surgery.

**9. ANY OTHER BUSINESS.**

There were no other matters raised.

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

**Resolved: that the date of the next meeting will be on Monday 14th December at7.30pm at the pavilion.**