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**MINUTES OF NDP STEERING GROUP MEETING – Monday 7th Oct 2019 at 7.30 pm at The Pavilion, Wealstone Lane**

**Present:** Cllr Jean Evans (Chair), Cllr Peter Greenhalgh, Cllr Tom Parry, Cllr Jakub Schmidt, Sue Stanley

**1. APOLOGIES FOR ABSENCE:**

Apologies were received from Cllr Jill Houlbrook, David Evans and Mike Worden

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

The Minutes of the meeting held on July 29h 2019 were approved with one amendment, to add the name of Cllr J Schmidt to the Apologies for Absence

**3. UPDATES**

* Housing Needs Assessment:
  + John Heselwood (CCA) has presented to the Policies Working Group a summary of his first draft analysis of the evidence. **SS** to circulate to the Steering Group.
  + The sites around Upton where future development might potentially take place were discussed. **DE** to circulate his analysis of the 2017 HELAA report produced by CWaC.
  + PG put forward the suggestion that the Dale Barracks site, if it becomes available for development in the future, might potentially be used to relocate the University of Chester central facilities and student accommodation, in order to free up lower cost housing in the city centre. The SG were divided on this issue, but it was agreed to discuss it further once more information is available.
  + Community-led Housing schemes: John Heselwood has said that CCA are building expertise in this area, and that it is a possibility that Upton NP might consider in the future in relation to a part of the Dale Barracks site. The SG were divided on this issue, and PG was strongly opposed to it. It was decided that the idea is worth exploring further.
* Physical Characterisation
  + DE has made good progress with the draft Local Heritage List in collaboration with Lauren Butterworth and Ian Hesketh at CWaC. The Upton List will be taken forward as a pilot for a broader scheme across the Borough. Further work is required to update the list and DE has asked for volunteers to assist. **All** to consider whether they might assist, or if they can suggest someone else who might be willing to help.
  + The NP have received a grant via Locality for Technical Support to carry out a Design and Design Codes study. Work by AECOM has started, and SS/JE/DE are the points of contact.

PG suggested that the size of garage would be an important feature to include, as some garages being built nowadays are not large enough for modern family cars. This will be important to include, in order to encourage off-road parking.

* Dale Barracks site
  + A preliminary analysis of the consultation mini-survey carried out at the recent Fun Day stall showed that residents are divided on the issue of future development of the site, should it become available. **SS** will circulate the analysis of the feedback to this team before the next meeting.
  + **JE** will contact our MoD contact James Houghton in order to set up a site visit for this team.
* Cycle Routes

A review of the current designated cycling routes across Upton has been carried out by John Every. **JE** will circulate this to the team.

The next step is an informal origins and destinations survey of the major routes used for accessing centres in Upton. It was suggested that CWaC might have some information we could use. **JE** will check with John Every if he has received information from them.

**4. UPTON FUN DAY 14th SEPT**

* It was agreed that both the overall event and the NDP stall were very successful. Many people took away wildflower seeds for planting, and around 20 people completed consultation questionnaires.
* The Draft Policies as agreed by the Parish Council in Feb 2019 were displayed in headline form at the stall, and these slides are now available for future presentation. **SS** will forward the slides to this team, as well as the Summary Draft Policies document.
* **JE** will check with the Parish Clerk that the presentation postponed from the Sept PC meeting is being put on the agenda of a future meeting.

**5. DATE AND TIME OF THE NEXT MEETING:**

The next meeting was confirmed as Mon 28 Oct at 7.30pm.