UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the meeting of Upton by Chester and District Parish Council Neighbourhood Development Plan Steering Group held on Tuesday 11th April, 2017, 7.00pm, at The Frog Public House, Upton, Chester.

**Present:** Cllr A Bennion, Mr D Evans, Cllr J Evans (Chairman), Mr A Lingard, Cllr B Southward, Mrs S Stanley, Cllr A Walmsley and Mr M Worden.

**In attendance:** Mrs Suzi Pollard (clerk).

**1. APOLOGIES FOR ABSENCE.**

Received from Cllr Houlbrook.

**Resolved: noted.**

**2. MINUTES.**

**Resolved: that the Minutes of the meeting held on 20th March were approved as a correct record and signed by the Chairman.**

**3. REPORTS FROM MEMBERS OF THE STEERING GROUP.**

The Chairman reported on a meeting held with the 2 new members of the steering group.

It was confirmed that the plan area is the whole of the parish boundary; that as previously discussed; there would at some stage be a special edition of the Parish Council newsletter dedicated to the progress of the plan.

MW confirmed that it is not expected that communication/consultation has to be by post, to every individual household.

JE further reported that she has been contacted by Chester University to see if a student may join the group – this idea was supported.

A visit to Mallard Court to arrange a meeting to engage with elderly residents was not successful; however contact numbers are now available to follow this up.

No further action has been taken regarding the handover of the Upton 2030 social media.

**Resolved: that new social media accounts will be set up. The clerk will ask JH (@Your Upton 2030) to action this.**

SS presented a draft briefing document on ‘what is a NP’.

**Resolved: that this will be circulated and reviewed by all; comments passed back to SS.**

AB reported on the draft Business Consultation Survey.

**Resolved: that this will be circulated, reviewed and once agreed will be printed for a face to face consultation process by members of the steering group visiting Upton by Chester businesses directly.**

DE reported on the draft Background Information document that may be used to introduce the written plan.

It was suggested that the information may be broken down and used as a preamble/supporting information for each of the policy headings. It may be that this information is used to both identify and support policies.

**Resolved: that DE will continue to work on this document.**

**4. WHERE NEXT?**

Business survey.

**Resolved: that AL will make a list of Upton by Chester businesses.**

Focus and Communication group.

**Resolved: that SS and AL will organise a group of volunteers for the purpose of communicating (in various ways) with all consultees – the clerk will provide names of potential volunteers.**

The written plan.

**Resolved: that DE will create an initial list of plan headings.**

Public liaison.

**Resolved: that JE will contact all schools to find out when the summer events are to be held.**

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

**Resolved: that the date and time of the next meeting will be on Tuesday 30th May at a venue tbc.**

