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 Monday 21st November, 2016, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion, Cllr J Evans (Chairman) Cllr A Walmsley,

Cllr J Houlbrook, Cllr B Southward, Mr D Evans, Mrs J Coombe,

Mr P Coombe, Mrs L Mellor.

In attendance: Cllr A Paddock, Mrs Suzi Pollard (clerk).

**1. APOLOGIES FOR ABSENCE.**

No apologies for absence were received. Mr Mike Worden was absent from the meeting.

**Resolved: that Cllr Evans will contact Mr Worden to check he is still available to be a member of the steering group.**

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. UPTON HIGH SCHOOL.**

The Chairman welcomed Anne-Marie Asbridge (School Governor) and Emma Maxwell (Teaching Assistant), who attended the meeting on behalf of Upton High School.

Anne-Marie Asbridge gave an overview of their understanding of the Neighbourhood Plan, along with ideas for how the school may contribute.

It was suggested that a meeting between senior pupils and members of the steering group would be beneficial to help the pupils engage.

Emma Maxwell reported on an earlier meeting with Cllr Evans; Emma will act as a liaison between the school, the Steering Group and the Parish Council.

Various activities have been identified such as art projects and films.

Upton High School is seeking to renew its ‘Eco School’ status which would tie in with various parts of the NP.

A link to the website has been included on the school website.

During this school term a competition connected with neighbourhood planning will be set up. The prize may be a visit to meet the steering group. Cllr Houlbrook offered to allow students to shadow her work as a Borough Councillor.

Pupils are setting up a Survey Monkey online consultation, based on but not identical to the first NDP consultation survey.

It was suggested that visits to residential care homes to assist in the completion of the consultation questionnaire may be possible.

Finally it was reported that it is the 50th year anniversary of the school next year which will be marked in various ways.

A monument on Liverpool Road, installed by the High School is in need of cleaning and maintenance.

**Resolved: that Cllr Evans will make arrangements to spend time in the school to hold discussions with pupils. The cleaning of the Liverpool Road monument will be considered as part of the 50th anniversary celebrations.**

**Anne-Marie Asbridge and Emma Maxwell will report back to the meeting on 23rd January.**

**4. CHESHIRE COMMUNITY ACTION –** this item was taken later in the meeting.

The Chairman welcomed Richard Thresh to the meeting and gave an update on the progress of the group.

**Resolved: that Richard will be appointed in an advisory capacity to facilitate consultation events, assist with policy writing and marketing and other aspects as required.**

**The appointment is based on ten full days at £315 per day.**

**Proposed, Cllr Evans, Seconded Cllr Walmsley. All agreed**

**5. RESIGNATION OF STEERING GROUP MEMBER.**

Members noted the resignation of Mrs Pat Lott.

Mr Phil Coombe tendered his resignation from theSteering Group for various reasons which were read out by Mr Coombe at the meeting.

Mrs J Coombe and Mrs L Mellor both tendered letters of resignation.

**Resolved: that some of the points raised in Mr Coombe’s resignation letter will be referred to the Parish Council.**

**The resignations of Mrs Lott, Mr Coombe, Mrs Coombe and Mrs Mellor were noted. All vacancies will be referred to the full Parish Council.**

**6. MINUTES.**

Niall Casselden sent apologies to this meeting, it is hoped he will be available to attend the next meeting.

**Resolved: that the Minutes of the last meeting were approved as a correct record.**

**Proposed by Cllr Walmsley and seconded by Cllr Houlbrook.**

**7. MATTERS ARISING.**

It was reported that the working group meeting with Mr Bob Hadfield to produce standardised presentation and marketing materials, has not taken place.

**Resolved: JH will contact Bob Hadfield, the working group will consist of Cllr Bennion and David Evans.**

**For the purpose of continuing with consultation:**

**Cllr Evans will follow up on a visit to Mallard Court.**

**Cllr Houlbrook will arrange a coffee morning at the Upton Dene care home.**

**Cllr Evans will visit Upton Heath School to follow up on a previous visit and call in to Mill View School and Acresfield School.**

**Cllr Houlbrook will visit Upton Westlea School and Dorrin Park School.**

**8. PROJECT PLAN.**

The latest copy of the project plan was reviewed; whilst it was felt important to plan, monitor, and review progress, it was also considered to be counterproductive to rely too closely on the timing of the plan.

**Resolved: that the Project Plan headings will be reviewed, possibly simplified and updated.**

**9. FUTURE ACTION.**

Cllr Houlbrook will arrange a meeting with Bob Hadfield.

A short questionnaire will be prepared, tailor made for Upton businesses and taken directly to the businesses by members of the steering group.

**Resolved: that the clerk will prepare the questionnaire with questions put forward by members of the Steering Group.**

**Cllr Bennion will contact community groups and churches to raise the profile of the group and invite interested parties to put themselves forward for nomination.**

**A meeting with interested parties will be held in early February when the marketing materials have been prepared.**

**Cllr Walmsley will contact Sanctuary Housing to invite a representative to attend a meeting with a few members of the group.**

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

**Resolved: that the date and time of the next meeting will be on Monday 5th December 2017 at 7.00pm.**