

 **Email:** np@uptonbychester.org.uk

**MINUTES OF NDP STEERING GROUP MEETING**

**Monday 24th June 2019 at 7.30 pm at The Pavilion, Wealstone Lane**

**Present:** Cllr Jean Evans (Chair), David Evans, Cllr Jill Houlbrook, Cllr Tom Egerton-Parry, Sue Stanley

**1. ELECTION OF CHAIR AND VICE CHAIR**

Cllr Jill Houlbrook proposed and Cllr Tom Egerton-Parry seconded that Cllr Jean Evans should be Chair of the Steering Group for 2019-20.
This was agreed unanimously.

Cllr Jill Houlbrook proposed and Cllr Jean Evans seconded that Sue Stanley should be Vice-Chair of the Steering Group for 2019-20.
This was agreed unanimously.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Jakub Schmidt.

**3. MINUTES OF THE LAST MEETING.**

The Minutes of the meeting held on 29th April 2019 were agreed as a correct record.

**4. WAYS OF WORKING**

The Terms of Reference of the Steering Group were considered and agreed to be fit for purpose. It was agreed that the ways of working of the NDP Steering Group corresponded to the Terms of Reference.

**5. TIMELINE**

The Timeline for the NDP was reviewed. It was agreed that the targets currently set were no longer realistic and that the timeline therefore needed revision. It was agreed that a revised timeline should be presented at the next meeting of the Steering Group in July.

***Action: JE, JH***

**6. OUTSTANDING WORK TO BE COMPLETED**

1. **Housing Needs Assessment**

This was being carried out by John Heselwood of Cheshire Community Action and was expected by the end of July 2019.

1. **Dale Barracks site – including Proposal for Funding for Technical Support**

Information from Catherine Morgatroyd is that CW&C and the MoD are about to start work on a Development Brief for the site. This would make the commissioning of a brief from AECOM by the NDP superfluous.

It was agreed that Cllr Jill Houlbrook would contact CW&C with a request that a representative of the NDP be involved in any meetings and discussions on this matter.

***Action JH***

1. **Other potential development sites**

It had previously been agreed that a list of potential “windfall” development sites in the parish, which were not included in the 2017 HEELA, should be drawn up but this had not yet been actioned.

***Action DE***

1. **Physical Character of Upton**

David Evans reported that progress on a Characterisation Study of Upton had stalled due to lack of personnel and time. He had asked for a meeting with CW&C Conservation Officer Kirsty Henderson to discuss alternative strategies. John Heselwood had suggested the production of a Design Guide and had forwarded an example of such a guide produced by AECOM on behalf of an NDP in rural Dorset.

Since AECOM might no longer be needed to produce a brief for the Dale Camp the possibility of having them work on a Design Guide, at least for certain areas of the Parish, was discussed.

David Evans also noted that, in the light of advice received, the policies on green space need to be revisited. He was not clear how the designation of “open space” in the CW&C Local Plan related to the possible designation of “Local Green Space” in an NDP. Cllr Jill Houlbrook offered to ask for guidance from CW&C officers.

***Action JH***

1. **Cycle routes**

Cllr Jill Houlbrook reported that the proposed cycle lane on Liverpool Road was being re-thought following local residents’ objections.

John Every was working to map the key routes where improving cycling facilities and safety would be most valuable and it was agreed that he be invited to the next SG meeting to report progress.

***Action JE***

1. **Economic Policy**

There was discussion around the feasibility of the policy with respect to hot-food take-aways. It was agreed to ask John Heselwood whether such policies had been successfully introduced in other NDPs.

***Action JE***

1. **Community facilities**

Cllr Houlbrook reported that the future use of the Youth Club building and site was still under consideration by CW&C.

1. **CIL priorities**

The meeting agreed that the local priorities for the use of CIL monies should be investment in community facilities and in cycling infrastructure.

**7. NDP PRESENTATION TO NEW PARISH COUNCIL**

It was agreed to make a presentation to the 1st July Parish Council meeting and that the PowerPoint presentation would need to be updated.

***Action JE, DE***

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

The date of the next meeting was confirmed as **Mon 29th July at 7.30 pm at the Pavilion**.