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

**MINUTES OF NDP STEERING GROUP MEETING**

**Tuesday 29 May 2018, 7.30 pm at The Pavilion, Wealstone Lane**

**Present:** David Evans, Cllr Jean Evans (Chair), Cllr Jill Houlbrook, Alan Lingard, Sue Stanley, Cllr Adrian Walmesley

**Apologies:** Cllr Alison Bennion, Mike Worden

**1. MEMBERSHIP OF STEERING GROUP**

It was noted that Cllrs Alan Paddock and Brenda Southward had resigned from the Steering Group (SG). They were thanked for their contribution to date.

According to the Terms of Reference, the SG will consist of nominally 12 persons, covering a broad cross-section of the community and including at least 4 Parish Councillors. Therefore the requirement for the number of Parish Councillors is still met, but there are around 4 vacancies overall. Members will consider names of others who might be approached.

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

The Minutes of the meeting held on 30 April 2018 were approved.

**3. COMMUNITY CONSULTATION**

* *New Ward boundaries*

It was noted that there will be an extension to the Upton ward boundaries in March 2019. This does not change the Parish boundaries, and therefore does not affect the scope of the NDP. However, it was agreed that the residents in the ‘new’ areas will be invited to give their views, although they will not be able to vote on the NDP.

* *UptonFest stall 27 May*

The stall was considered to be very successful in attracting numbers of residents who came along to learn more about the NDP. A number took away feedback questionnaires to complete, as well as joining the Facebook page.

DE itemised learning points about the gazebo and the display materials, some of which were damaged by the rain. It was recognised that a number of updated materials need to be produced before the next event, likely to be the Upton Fun Day in September. At that stage the materials should refer to the draft policies.

It was noted that most visitors to the stall had not been aware of the Flyer included in Inside Upton in March, even though they were in the circulation area. For future distribution other methods will be considered.

DE, JE, AL and SS were thanked for their work in putting together and hosting the stall.

The Your Upton2030 Facebook page had reached a new high in engagement, specifically as a result of the UptonFest and Cake Competition posts.

SS reported the following statistics up to 29 May:

Reach in current week: 711

Post engagements: 129

Page profile views: 45

It was agreed to explore the potential future use of paid Boosts.

**ACTIONS**

* **AW** will propose to the Parish Council the purchase of a commercial (waterproof) gazebo that could be used for a variety of Parish and Pavilion events
* **DE and SS** will propose new display materials and explore Graphics Design and Printing options
* **JE and DE** will request large (A2/A1) maps of the Parish via CWAC. To include the new development at Upton Dene, and the 2019 Ward extension
* *Data from 2015 consultation survey in SurveyMonkey(SM)*
* *Ongoing publicity: Banners, Twitter*

It was agreed to restart the annual SM subscription, in order to reaccess the data from the 2015 survey, and to use for future online consultation surveys.

We will print 3 further Banners to use at different sites around Upton.

**ACTIONS**

* **SS** will liaise with the Parish Clerk to restart the Survey Monkey subscription
* **DE and AL** will order further Banners and position them around Upton
* **JE** will ask the owner of the previous YourUpton2030 Twitter account to close it down and delete its history

**4. UPDATES ON POLICY WORKING GROUPS**

*Housing: JE, DE, JH*

JE reported back from a useful meeting with Julia Nundy at Sanctuary, to update her on progress with the NDP. The possibility of sites around Upton that might be available to provide new affordable housing for people with local connections was explored.

**ACTION**

**JE** will continue to liaise with JN on the evidence of needs for affordable housing in Upton.

*Physical Character: DE*

DE has continued to explore the possibility of a Physical Characterisation Study of Upton, and has begun to draft out geographical areas with specific, distinct characters. He is contacting members of the community who might be able to assist with the study.

*DRAFT PLAN*

DE has begun to integrate into a single document the background documents and draft policies to date. This is useful to begin to show overlaps and gaps.

**ACTION**

**DE** to progress the draft Plan together with the Policies WG

**5. POLICY ON TRANSPORT**

It was noted that Transport around Upton is an area of big concern to residents, as

evidenced by the 2015 and 2018 Consultation surveys, and the Business survey, as well as the feedback on recent changes to bus routes. Many of the issues were outside the scope of the NDP (eg traffic speeding and road/pavement maintenance) but are relevant to the Parish Council.

Potential NDP policy areas include the requirements for footpaths, cycleways, parking and access in new developments, and the possible uses of Section 106 money eg for new cycleways.

AL has made an enquiry to Merseyrail on future plans for Bache station, particularly with regard to parking for rail users.

It was agreed to continue the discussions by email before the next meeting.

**ACTION**

**All** to put forward their suggestions on possible Transport policies by email to all members of the SG

**6. TIMELINE & CWAC SUPPORT**

JE reviewed recent communication with Catherine Morgatroyd, CWAC.

It was agreed that it would also be useful to seek input from Richard Thresh, consultant from Cheshire Community Action, specifically on our draft policies, timeline and final consultation plans.

**ACTION**

**JE** will invite CM to a future SG meeting to discuss the timeline and CWAC involvement

**JE** will investigate the current agreement and budget for further RT consultation

**7. DATA PROTECTION REQUIREMENTS**

The plan put together by AL in order to meet our obligations with regard to Personal Data under GDPR was agreed. In addition it was advisable for the non-Councillor members of the SG to use Upton2030 email accounts for all communications relating to the NDP.

**ACTION**

**AL** will email DE, MW and SS with details of their Upton2030 email accounts, and Non-Disclosure agreements

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

The next meeting will be on Monday 25th June at 7.30 in the Pavilion