



Upton 2030 is the logo and working title of the Upton by Chester Parish District Neighbourhood Plan which is being prepared by the Upton by Chester Parish Council with a steering group working as a sub-committee of the council

Minutes of the NDP Steering Group held on 14th March 2016 at Flag Lane North, Upton, at 7.30pm

1 Attendees – Mr J Cameron, Cllr J Evans, Cllr B Southward, Mrs L Mellor, Mr D Evans & Mr P Coombe.

Apologies – Mrs P Lott, Mrs A Bennion, Mrs J Coombe.

Absent - Mr M Worden, Mrs S Pollard, Cllr T Bartliff.

The group confirmed the importance of the inclusion of the Clerk **at meetings to coordinate with other council activities and resources in addition to those agreed at the last meeting.**

2. Minutes of the last meeting - 16th Feb 2016

As a record of the last meeting the minutes were correct. However, it was felt that there had been some misunderstanding about the role of the Clerk and it was decided that the committee would ask the Clerk to take up the roles of agenda setting and writing of minutes for future meetings.

Add section on steering group correspondence with a resolution to use the 2030 logo as a header.

Item 9 date of May meeting reported correctly as 9th May but subsequently changed to 16th May.

Resolved: The Clerk be asked to incorporate the changes to the minutes.

3. Matters Arising

3.1 A draft Report was presented, discussed and contents agreed with necessary to amendment of figures.

Resolved: that final report with the amendments be presented to the Parish Council on 4 April 2016.

3.2 Contacting volunteers. A list of people interested in helping further with the NDP has been provided from the survey responses.

Resolved: PC will contact them with a thank you and say that we shall contact them again shortly to report survey results and meet to develop next steps.

3.3 Information required. MW's brief for a neighbourhood profile is still to be received. JAC has previously issued a list of information required which may be issued and reviewed. The committee needs to ask Clerk for such relevant information as she has access to, while obtaining also such relevant information from the Borough Council as they are able to provide.

Resolved : The information required list will be reviewed and reissued on receipt of the brief for the Area Profile.

3.4 The Project Plan shows a large element of work involving information gathering which has not yet been done. This is largely part of 3.3 above but may also require research from others including the new volunteers.

Resolved: Review 3.3 and 3.4 together at next meeting.

3.5 Contacting businesses and other stakeholders. JE is gathering contact information.

Resolved: to review this further at the next meeting.

3.6 Workshops. Agreed to review these at the next meeting.

Resolved: One of the ways in which the Clerk's input is vital is in relation to contacts with enablers, cost, use of resources etc.

3.7 Invoicing for 2015/16 expenses. An invoice as previously discussed have not been

received and is now too late. SP has reported that she has completed the account for the year and returned some £2000. Further applications may be made with a review of likely expenditure against a further revised programme. There is currently some £4000 available from parish funds.

Resolved: The Clerk's input is vital in relation to further financial management of the project.

4. Cheshire West and Chester Update

No report.

Resolved: The committee felt that another area in which the Clerk's help was important was in passing on reports from the Borough Council.

5. Next Steps

5.1 Letters and emails. As discussed and agreed.

Resolved: Header and footer of all correspondence to be as this

5.2 Information Required. Discussed with 3.3 and 3.4 above.

5.3 Survey report recommendations. Agreed as discussed with 3.1 above.

6. Any other business. The NDP group has no email address for Cllr Bartliff.

Resolved: The group members will communicate by email and agendas and minutes will be published by the parish clerk on the website.

Meeting closed at 9.05pm

Date, time and place of next meeting.

11th April 2016 @ 7.30pm venue tba

Then 16th May 2016 @ 7.30pm venue tba..