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 19th September, 2016, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr J Houlbrook, Cllr B Southward, Cllr A Walmsley, Cllr J Evans, Mr D Evans, Mrs J Coombe, Mr P Coombe and Mrs L Mellor.

**1. APOLOGIES FOR ABSENCE.**

Apologies were received from Mrs Pat Lott and Mike Worden.

**Resolved: noted.**

**2. DECLARATIONS OF INTEREST.**

None given.

**3. UPTON HIGH SCHOOL.**

There were no representatives from the High School at the meeting.

**4. MINUTES.**

**Resolved: The minutes of the previous meeting were confirmed as a correct record and signed by Cllr Evans.**

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

**5. MATTERS ARISING.**

a) Cllr Evans gave feedback on the working group on Upton High School’s involvement with the Neighbourhood Plan, minutes of which had been previously circulated. She explained that there had been a failure of communication between the working group and the High School, owing to her messages and emails not having been replied to.

**Resolved:** Cllr Evans would go to the school to sort out the problems, while Cllr Walmsley would approach the governors to ensure that everyone was fully informed.

b) Cllr Evans referred to the vision statement that had been produced by the working group on that subject.

**Resolved:** that the final version would form the basis of the steering group’s next steps and be published on the website and available in the Pavilion and Library. It would also be sent out to all councillors.

**6. SURVEY MONKEY.**

The clerk had previously reported that Survey Monkey had taken £300 for the next year’s use of the facility without any prior communication. Mr Coombe reported that they had not communicated with him either, although he had been involved in using it. This needed to be sorted out, but the group agreed that there was definitely a need for the Survey Monkey in the coming year, as it was urgent that we go ahead with further consultation.

**Resolved:** that Survey Monkey be contacted by the Clerk to find out why they had acted as they did and to renew the facility for another year.

**7. PROJECT PLAN.**

a) Mr Coombe referred to the very useful report that had been produced following the initial consultation and was concerned that it had not been sent to all councillors. He also referred to the volunteers who had been identified from that report and stressed the urgency of making good use of their services.

b) Mr Coombe reminded the meeting of the slippage in completing the project plan, suggesting that the final date was likely to be March 2018 now.

c) DE referred to the Local Plan, Pt 2 process which was now underway and commented that the draft precluded the hospital from using any more land on the site other than to extend their facilities.

d) JH had met with the planners dealing with the draft plan and felt it was important that we ensure that our plan dovetails appropriately with the Local Plan Pt 2.

The need to get on with consultation as a matter of urgency was discussed.

**Resolved:**

**a) that the report be circulated to all councillors, be put on the website and on the PC notice board and in the library. It would also be referred to in the forthcoming newsletter and there would be a poster on the notice board giving information as to where it could be accessed.**

**b) JH would undertake to liaise with CWaC in relation to the Local Plan Part 2 and a speaker from the Council would be invited to the next meeting.**

**c) AW would contact Richard Thresher from Community Action to ask him to come to the next meeting to see how he could help with consultation.**

**8. FUTURE ACTION.**

A range of proposals that could engage the local residents was suggested:

* Events, displays in venues such as the Pavilion, the Village Hall and in schools;
* Talks to school students, particularly at the High School;
* Call on local businesses;
* Communication with residents in care home and those in social housing;

**Resolved:**

**a) A sub-group would be created to liaise with Bob Hadfield in order to create an effective display. He should be contacted asap for help in getting our message to residents as effectively as possible. PC would talk to BH and a sub-group consisting of PC, DE, AB (if willing) and BH would discuss and explore marketing issues. It was agreed that the sub-group could communicate with the whole group vis email so that decisions could be made and carried out without having to resort to extra full meetings.**

**b) JE would contact the High School about getting the message across to students.**

**c) JC would contact Mallard Court as to how the residents can be effectively involved.**

**d) AW would contact the Community Council for information as to the best ways of consulting people.**

**e) Carol Weaver would be contacted for her experience of the process of getting a Neighbourhood Plan accepted.**

**f) Social Housing would be contacted via Sanctuary Housing. AW?**

**g) A list of dates would be sent to everyone to remind them of when the next few meetings are.**

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

**Resolved: that the date and time of the next meeting will be on Monday 21st November 2016 at 7.30pm.**