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

**MINUTES OF NDP STEERING GROUP MEETING**

**held on Monday 19th Nov 2018 at 7.30 pm at The Pavilion, Wealstone Lane**

**PRESENT:** Cllr Jean Evans (Chair), David Evans, John Every, Cllr Jill Houlbrook, Sue Stanley, Cllr Adrian Walmesley, Mike Worden

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Alison Bennion and Alan Lingard.

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

The Draft Minutes of the meeting held on 29th Oct 2018 were approved.

Cllr Jean Evans commented that the report “Where Next for Neighbourhood Planning”, flagged at the last meeting, made two interesting points that are relevant to Upton NDP, as follows:

(1) Some NPs had suffered through not being updated to reflect Council Local Plans, which had been put in place subsequent to the NPs being drawn up

(2) Local Plans are updated every 5 years, and therefore a mechanism needs to be put in place to update NPs following the publication of every revised Local Plan.

Upton NDP Timeline: it was decided that the outline Draft Plan will now be submitted to the Parish Council meeting on 25 February. There is also the opportunity at that meeting to present the Plan at the Parish Assembly, happening on that date, and to start the consultation at that point.

**ACTION: David Evans** will present a progress report on the Draft Plan at the next meeting of the Steering Group

**3. UPTON ‘PLACE MAKING’**

Cllr Jean Evans reported that there had been a positive response from the Parish Councillors she had consulted so far, in relation to the strapline “A Clean, Green, Caring Community”, as a framework within which the NDP can develop.

**ACTION: Cllr Adrian Walmesley** will submit this proposal to the next Parish Council meeting

**4. UPDATES ON POLICY WORKING GROUPS**

Transport: Cllr Adrian Walmesley reported that he has contacted Chester Cycling Campaign to ask for their input.

Mike Worden confirmed that policies relating to traffic management can be included in an NDP, eg measures to make it safer and easier to walk and cycle.

**ACTIONS: Cllr Walmesley** will invite representatives from Chester Cycling Campaign to attend the December SG meeting.

**John Every and Mike Worden** will examine the CWAC Local Plan (Part 2) for policies relating to Transport, and will start to draft potential NDP policies on this topic.

Local Services: Cllr Jill Houlbrook reported that she is attending a meeting on 26th November relating to the Youth Club.

**5. COMMUNITY CONSULTATION**

* An NDP stall is planned for the Upton Christmas Market on Sun 25th Nov. This will include consultation relating to initial policy ideas relating to Shops and Businesses.

**ACTION: Sue Stanley** will produce a short Survey Monkey consultation questionnaire to use at the stall

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

The next Steering Group meeting will be on Monday 17th December at 7.30 pm in the Pavilion

**S J Stanley 24/11/18**