**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Tuesday 8th September 2015, 7.30pm at Upton Pavilion, Upton.

Present: A Bennion, Cllr M Bryan, J Cameron, P Coombe, Mrs Coombe, P Lott,

L Mellor and M Worden.

In attendance: Mr B Hadfield and Mrs S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Houlbrook, Cllr Evans, D Evans and Cllr Southward.

Cllr Bartliff and Cllr Ford were also absent.

**Resolved: apologies noted.**

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

**Resolved: that the Minutes of the last meeting would be amended at item 7 and brought back to the next meeting for approval.**

Item 7 was taken at this point.

A presentation from Mr Bob Hadfield (graphic designer) on the first draft of the questionnaire and on initial ideas for the Upton 2030 branding.

The following points were made and noted as part of the discussion with BH:

That the questionnaire is still too ‘wordy’.

The Chairman stressed to BH the importance of the questionnaire not being ‘leading’ or ‘influential’ or ‘biased’ in any way.

That BH will concentrate on the graphics, design and layout of the questionnaire rather than the content of the text.

PC has a Word format of the draft that he will circulate to all.

The quantity of responses is important – therefore the questionnaire must be user friendly and accessible to all.

Of the initial branding logos – the ‘globe’ version was considered to be most appealing. Along with the wording ‘Your Upton 2030’ rather than the shortened version of YU 2030.

**Resolved: that BH will continue to develop the branding. The Steering Group will decide on how to amend the questionnaire. SP will send a parish map to BH.**

**3. MATTERS ARISING.**

There were no matters arising to be discussed.

**4. TERMS OF REFERENCE.**

The amended Terms of Reference had been circulated; a discussion followed on further suggested amendments some of which were agreed.

**Resolved: that the clerk will further amend the T of R and re-circulate. The final draft will be presented at the next Parish Council meeting.**

**5. CHESHIRE WEST AND CHESTER UPDATE.**

There was no new information available from CW&C council.

**6. RESOURCES UPDATE.**

The clerk reported that the Parish Council has requested a copy of the NDP Project Plan with cost attached to each stage; this has not been provided as it has not been possible at this stage to calculate the costs of each stage of the plan.

Members of the Steering Group felt it was a slightly unreasonable request but that the data submitted to the Localities group for the grant application may be used to give an idea of the expected expenditure.

The clerk further reported that there is to be a PC Finance Committee meeting on 21st September at which the detailed request for finance could be submitted.

**Resolved: that the clerk will try to draft a brief report to submit to the Finance Committee.**

**7. QUESTIONNAIRE.**

The Chairman asked how the group would like to go about reconsidering and amending the questionnaire.

It was decided to give the rest of the meeting to this; the clerk annotated a master copy. The preamble for each subject heading was removed, the questions simplified and several of the subject headings were merged where appropriate.

**Resolved: that the clerk will re-type the amended document and pass on to BH and then circulate.**

**8. NEXT STEPS.**

That the working party will meet as soon as BH has the amended draft available.

**9. ANY OTHER BUSINESS.**

There was nothing further to consider.

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

**Resolved: that the date of the next meeting will be on 29th September at 7.30pm – venue to be confirmed.**