**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Thursday 16th April 2015, 7.30pm at St Columba’s Church Hall, Newhall Road, Upton.

Present: A Bennion, J Cameron, P Coombe, D Evans, J Evans, J Houlbrook, H Kelly, P Lott, L Mellor and M Worden.

In attendance: S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from N Backstrom, T Bartliff, M Bryan, D Ford, F Samuel and B Southward.

**Resolved: noted.**

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

**Resolved: that the Minutes from the last meeting be approved.**

**3. MATTERS ARISING.**

The following matters arising from the last Minutes were further discussed:

Survey Monkey – a discussion of the benefits of using Survey Monkey to enhance the consultation process took place. The clerk outlined the costs and how the system is set up. An annual license will cost £299 and allow one operator to set up the survey and retrieve the responses; it is anticipated that two large consultations will be carried out in this period along with other smaller and more targeted surveys.

**Resolved: that the clerk will look into how the responses are received and whether they can be downloaded and then shared; also, that it is possible for consultees to respond with ‘free text’ rather than ‘yes/no’ answers. After which she will apply for a license. Once the final draft of the questionnaire is prepared, this will be copied into the Survey Monkey format by the clerk. SP**

**Cllr Houlbrook will look into how CW&C use Survey Monkey and report back. JH.**

Delegated Powers – **Resolved: that the clerk will ensure that this is an agenda item on the next Parish Council agenda to ascertain that the steering group has the power to progress the plan without continued prior consultation with the Parish Council. SP**

Minutes – **Resolved: that the clerk will circulate Minutes and add them to the PC agenda for Cllrs to ‘receive’ at each meeting. SP**

Display boards – **Resolved: that the clerk will order two sets of floor standing fold away display boards up to the maximum budget of £600. SP**

Schools – **Resolved: that the clerk will email all Upton schools to invite them to design a logo or other relevant form of marketing for ‘Upton 2030’; the opportunity will also be taken to request that representatives of the plan may attend the school to present information on the plan. SP**

**4. CHESHIRE WEST AND CHESTER UPDATE.**

There was nothing further to receive from CW&C council.

**Resolved: that once the final draft of the questionnaire is ready it will be sent to Catherine Morgetroyd for information. JC.**

**5. RESOURCES UPDATE.**

The grant from Localities has been received (£4,600). Due to the change in Parish Council members and committee membership, it has not yet been possible to submit the finance request for a PC contribution to the funding of the NDP.

**Resolved: that the clerk will send the draft finance request to MW to review. The clerk will ensure that this is an item on the next Parish Council agenda for consideration. SP**

**6. QUESTIONNAIRE.**

The group reviewed, in detail, the latest draft of the consultation questionnaire.

**Resolved: that JC and PC will amend the questionnaire as agreed. The clerk will sign up to Survey Monkey in order to provide details of a link to be included on the paper copy of the consultation document.**

**The consultation questionnaire will now consist of a folded A3 booklet that will contain only the 19 questions, along with spaces beneath each one for the responses.**

**An attractively designed cover sheet with a preamble setting out details of the plan and contact details will be on one side of an A4 sheet that will be folded around the booklet when delivered.**

**DE will liaise with PC and JC to produce the cover sheet.**

**Once the final draft is complete, it will be presented to a graphic designer if possible for final setting out. PC will send a message on the Upton 2030 social media requesting that local graphic designers get in touch if they are interested in getting involved with this stage of the plan.**

**The clerk will liaise with the printers; the booklet will be produced on good quality matt paper and the cover sheet in colour and on silk finish paper. SP**

**7. NEXT STEPS.**

The following suggestions for marketing ideas were put forward:

Car window stickers, book marks in the library, ‘ambiguous’ posters to provoke curiosity about the project with links to the Upton 2030 social media sites.

**Resolved: that the clerk will liaise with Cllr Backstrom who has offered to take forward a task associated with the plan – to see if he will be willing to manage the marketing side of the project and work with a graphic designer to produce the marketing and consultation materials. SP / NB**

**8. ANY OTHER BUSINESS.**

There was no other business.

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

**Resolved: that the date, time of the next meeting will be on Thursday 9th July; the venue is to be confirmed.**