**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Thursday 9th July 2015, 7.30pm at Upton Village Hall, Heath Road, Upton.

Present: A Bennion, Cllr M Bryan, P Coombe, Cllr D Ford, Cllr J Houlbrook,

Mrs L Mellor Cllr B Southward and Mr M Worden.

In attendance: Mr I Gibson, Mrs Y Gibson, Mrs Coombe, |Mrs S Pollard (Clerk).

Mike Worden gave the visiting Members and residents an overview of the work done by the Steering Group so far.

1. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr T Bartliff, Cllr J Evans, D Evans, P Lott, J Cameron and Cllr F Samuel. Cllr H Kelly sent notification that she will be stepping down from this group due to her commitments as Parish Council Chairman.

1. **TERMS OF REFERENCE.**

The clerk explained that all committees including this one are required to have a Terms of Reference in order to identify the purpose of the group and its parameters. It was further stated that the fact this was not in place at this stage was an oversight by all concerned but that in order to continue with the project in an efficient and appropriate manner it was now important to agree and put in place a Terms of Reference.

Draft T of R had been circulated, it was suggested the document was reviewed point by point.

**Resolved: that as a significant number of the group were absent, that this work would be carried out over two meetings. The amended draft will be re-circulated and brought back for further consideration.**

**Once the document has been agreed by the Steering Group, it will be submitted to the Parish Council for approval.**

The clerk pointed out that it was not necessary for the clerk to the Parish Council to attend and facilitate the steering group meetings and that her workload is currently very full; the clerk is happy to action work on behalf of the group but offered members the opportunity to discuss it further at the next meeting when she will be absent due to holidays.

1. **MINUTES OF THE LAST MEETING.**

**Resolved: that the Minutes of the last meeting be approved and signed by the Chairman.**

1. **MATTERS ARISING.**

**Resolved: that the clerk will purchase display boards; invite Upton schools to take part in a competition to design an Upton 2030 logo and will submit the finance request to the next Parish Council meeting.**

1. **CHESHIRE WEST AND CHESTER UPDATE.**

There was nothing further to report here.

1. **RESOURCES UPDATE.**

The clerk reported that the Parish Council has ‘agreed in principle’ to providing funding for the NDP but is waiting for a precise sum to be submitted.

**Resolved: that the clerk will supply this at the next Parish Council meeting.**

1. **ENGAGEMENT OF GRAPHIC DESIGN SERVICES.**

The engagement of graphic design services was discussed; at the last meeting it was agreed to put a social media message out to see if any local graphic designers would be interested in getting involved with the project and that expenses would be paid.

An Upton graphic designer has offered to work on the project for reduced fees, however, it is unclear how much that will cost as he has not been provided with a clear job specification and has offered a daily rate without knowing how long the work will take.

The clerk pointed out that as a public body we are obliged to seek three quotations for paid services.

**Resolved: that PC will look to obtain two additional quotations, will draw up a detailed job specification and re-submit it to the first graphic designer in order to assess the total cost of the work.**

**All the quotations will be circulated to MW, DF and the clerk. MW will make a recommendation of appointment to the next meeting.**

1. **QUESTIONNAIRE.**

The current draft of the questionnaire has been sent to CW&C planning officer Catherine Morgetroyd for comments. MW feels there may still be room for adjustment in order to present residents with an initially simple and straight forward chance to comment on the broader issues.

There is some concern that the timetable is slipping, however, MW suggested that it was important to produce an effective and meaningful questionnaire even if it meant that it took a little longer.

**Resolved: to continue to work on the questionnaire with a view to distribution and exhibition in September.**

1. **NEXT STEPS.**

**Resolved: that the clerk will provide a PDF of the Parish Council logo to PC once the graphic designer has been agreed and appointed.**

1. **ANY OTHER BUSINESS.**

Nothing further to discuss.

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

**Resolved: that the date and time of the next meeting will be on Monday 3rd August at 7.30pm in the Pavilion.**