UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the meeting of the Neighbourhood Development Plan Steering Group held on Monday 11th December, 2017, 7.00pm, at Upton Pavilion, Upton, Chester.

**Present:** Cllr A Bennion, Mr D Evans, Cllr J Evans (Chairman), Cllr J Houlbrook,

Mr A Lingard and Mrs S Stanley.

**In attendance:** Mrs Suzi Pollard (clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Paddock, Cllr Southward and

Cllr Walmsley.

**Resolved: noted.**

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

**Resolved: the Minutes of the meeting held on 13th November 2017 were approved as a correct record and signed by the Chairman.**

**3. REPORT TO THE PARISH COUNCIL.**

The Chairman reported that the response of the Parish Council to the report submitted on behalf of the NDP group had been good.

It was agreed that progress should now be made with writing NDP policies without delay.

**Resolved: noted.**

**4. WORKING GROUPS.**

Eight ‘themes’ have been identified for the plan and are as follows:

* Physical Character
* Housing
* Local Services
* Sustainability
* Green Spaces
* Economic Activity
* Specialist Centres – Chester Zoo, C of Chester Hospital and Dale Camp
* Transport

Currently working groups have been set up to work on two of the eight themes:

‘Economy’ AL / SS

‘Housing’ JE/DE

**Resolved: that some adjustment and re-wording to the themes will be made.**

**JH will join the Housing working group.**

**JE/DE and JH will start to draft ideas for the Housing Policy**

**AL will look into information to form the Transport Policy**

**All members of the steering group will consider people who live in the community who may be able to offer some expertise to assist in each of the themed areas.**

**5. BUSINESS SURVEY.**

Members of the Steering Group reviewed the draft Business Survey and amended as necessary.

**Resolved: the revised survey will be circulated via email; once the final draft is approved the survey will be rolled out in February.**

**6. LEAFLET DROP**.

An information leaflet/survey has been drafted. This will be delivered to each household in Upton.

**Resolved: the final proof will be re-circulated for approval, via email. The clerk will arrange printing and delivery to the offices of Inside Upton for distribution.**

**AL will contact Inside Upton to make arrangements for the leaflet to be inserted into the magazine for distribution.**

**Collection boxes for completed surveys will be placed at Upton Pavilion, Upton library, Bache post office, Morrisons, Spar (Long Lane), Tesco and at the Russian Crepe shop (both Weston Grove).**

**7. DEVELOPMENT SITES.**

No further progress.

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

**Resolved: the date of the next meeting will be on Monday 29th January 2018, at 7.00pm.**