UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the meeting of Upton by Chester and District Parish Council Neighbourhood Development Plan Steering Group held on Monday

13th November, 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, Mrs S Stanley, Cllr A Walmsley and Mr M Worden.

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

Summary from Cllr Evans as per Minute number 131.17 of the full Parish Council meeting of 30 October 2017.

**1. ELECTION OF A CHAIRMAN.**

Nominated – Cllr Evans.

Proposed by Cllr Houlbrook, seconded by Cllr Walmsley. All in favour.

**Resolved: Cllr Evans will be the Chairman of the NDP Steering Group for the forthcoming year.**

**2. ELECTION OF A VICE CHAIRMAN.**

Nominated – Sue Stanley.

Proposed by Cllr Houlbrook, seconded by Cllr Bennion. All in favour.

**Resolved: Susan Stanley will be the Vice Chairman of the NDP Steering Group for the forthcoming year.**

**3. APOLOGIES FOR ABSENCE.**

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

Mr Worden sent apologies for lateness.

**Resolved: noted.**

**4. MINUTES OF THE LAST MEETING.**

**Resolved: the Minutes of the meeting held on 30th May 2017 were approved as a correct record and signed by the Chairman.**

**5. SUMMER CONSULTATION EVENTS.**

A report on the summer consultation events was given.

It was suggested that the Pavilion Fun Day NDP stand should be taken ‘on tour’ around Upton by Chester.

**6. POLICIES.**

A report on the work done on policies was given; 8 policy ‘themes’ have been identified.

Information resources and research is needed to support the proposed policy themes.

It was suggested that a Housing Needs Survey may be required, however, this would be expensive to commission and some of the information may already be available from Sanctuary Housing and/or CW&C Council.

**7. BUDGET.**

It was reported that there is £4,800 remaining in the current budget. The Parish Council has committed to providing up to £2,000 for the next 3 years.

**8. MARKETING/CONSULTATION**.

The following actions were agreed:

* An email address for use by members of the NDP steering group will be set up. This will be given out on consultation and marketing material.
* A new Facebook page will be set up (linked to the new email address).
* To avoid confusion, AL and SS will try to contact a previous steering group member to request that the old Facebook page is taken down.
* A leaflet drop will be carried out to encourage residents to become involved with or contribute to the plan - AL provided an example leaflet that will be finalised and then circulated for approval.

**9. NEXT STEPS/ACTION LIST.**

The following actions were agreed:

* A meeting regarding housing/shopping with Cllr Houlbrook and other members of the steering group.
* SS and AL will finalise the Business Survey, circulate final draft and then start to take the survey to Upton businesses.

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

**Resolved: the date of the next meeting will be on Monday 11th December at 7.00pm.**