**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Tuesday 16th February 2016, 7.30pm at the Pavilion, Wealstone Lane, Upton.

Present: Mrs A Bennion, Mr J Cameron, Mr P Coombe, Cllr J Evans, Mrs P Lott,

Mrs L Mellor, Cllr B Southward and Mr M Worden.

In attendance: Mr Jamie Christon and Mrs S Pollard (Clerk).

1. **ELECT A CHAIRMAN.**

Nominations for Chairman were received for Jim Cameron: Proposed by J Evans,

seconded by B Southward.

No other nominations were received.

Vote – 8 in favour. Carried.

**Resolved that JC will be the Chairman of the NDP Steering Group for the period of one year. That the recently approved Terms of Reference will be amended to allow for the appointment of a Vice Chairman.**

Nominations for Vice Chairman were received for Jean Evans: Proposed by Jim Cameron, seconded by Phil Coombe.

Vote – 8 in favour. Carried.

**Resolved: that JE will be the Vice Chairman of the NDP Steering Group for the period of one year.**

**2. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Matt Bryan, Mrs J Coombe and Mr David Evans.

Cllr T Bartliff was also absent.

**Resolved: noted.**

**PRESENTATION FROM CHESTER ZOO.**

Jamie Christon of Chester Zoo attended the meeting to provide an update of the current planning considerations of the zoo.

In summary, it was explained that the zoo is working to a 15 year business plan for which the zoo trustees will receive a draft copy in March. In May a fuller version of the plan will be created and will be used as a consultation document for CW&C and the Parish Council.

There are no immediate plans to substantially grow the size of the zoo.

Improvements to car parking facilities will be considered, along with the Supplies Division on the A41.

Communications system improvements

Plans for a generic ‘holding facility’ for the movement of animal species from time to time, are being considered, this will be constructed within the current zoo boundary.

Some ‘reserve matters’ from the Islands Project planning approval are still outstanding; including the traffic flow near Moston garage. This work is likely to take place in the autumn.

UGE has been debated by the zoo trustees and staff. All water supplies for the zoo is extracted from 3 bore holes on the zoo site – there are concerns about contamination of the water table.

With regards to employment, where possible opportunities are offered to local people – Chester/Ellesmere Port, especially for hospitality/catering and retail.

Specialist roles for animal care leads to employment from further afield.

Seasonal employment of approximately 350 staff is met partially by Chester University students.

Travel to work schemes are in place. An agreement is in place with the park and ride service for free bus travel from the city center to the zoo. Other options are being explored such as rail deals. The zoo’s ‘Green Team’ is constantly looking into better ways to travel to work, including a bicycle deal in which a cycle is provide by the zoo and the cost deducted at source from salaries.

**3. MINUTES OF THE LAST MEETING.**

**Resolved: that the Minutes of the meeting held on 19th January 2016 were confirmed as a correct record and signed by the Chairman.**

Note that name titles will be added to all attendees.

**4. MATTERS ARISING.**

**Resolved: that due to the lack of response to the invitations to this meeting, the event for ‘interested parties’ scheduled for the 29th February will be postponed.**

JE and LM visited Upton Heath School and discussed ‘Upton’ with year six pupils.

DE made enquiries at Chester University who are going to find out if any students may be interested in assisting with the demographic data for the NDP. It was reported that there are still a number of Work Based Learning programme students still without work based learning places, who may like to come and work with the group.

**Resolved: that MW will write a brief for the student.**

**The facilitator arrangements need to be followed up. The Project Plan needs to be reviewed – a block of work is outstanding and needs to be followed up.**

It was acknowledged that there are real concerns about resources which may lead to the next stage of the plan being difficult to implement.

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

There was nothing further to report on this item.

**6. ADMINISTRATION.**

The clerk has reported that whilst she is still happy to facilitate meetings, produce agendas and Minutes and monitor the finances, her workload does not make provision for the additional work of this group. In particular, the administration and analysis of online consultation data.

**Resolved: that all project management and statutory obligations – with the exception of finance – are handed over to a member of the steering group.**

**Proposed by JC, seconded by JE. All agreed.**

**PC was nominated to take on this role. Proposed by JC, seconded by JE. All agreed.**

A further discussion of how to recruit additional people to the group for the purpose of assisting with the consultation work took place. The clerk reported that she has set up a group contact list of all those who offered details on the consultation survey form, however, despite making contact on 2 or 3 occasions little response has been received.

**Resolved: that AB / JE/ LM will visit the homes of interested parties (where addresses are known), to introduce themselves and try to get them interested in the work of the group. JC will pass on the names and addresses from the hard copies.**

The clerk advised against this course of action as she felt it was intrusive and may deter people from taking part in further surveys.

**Resolved: that the clerk will amend the Survey Monkey account to link it with the email address of PC and provide log in details.**

**More positive and inviting messages will go out on twitter and face book for inviting residents to get involved.**

**7. NEXT STEPS.**

**Resolved: that the next stages of the plan is to continue with the survey/questionnaire analysis and reporting.**

**Carry out a review of other information required, such as area profiles and statistics.**

**Encourage the involvement of other volunteers, also of local businesses, organisations and stakeholders.**

**That a proforma invoice for work to be carried out by B Hadfield will be requested so that grant funding may be used.**

The clerk is due to submit an end of project report very shortly; surplus grant funding will be recalled.

**8. ANY OTHER BUSINESS.**

There was nothing further to discuss.

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

**Resolved: that the date and time of the next meeting will be held on Monday 14th March at 7.30pm.**

**Subsequent meetings will be held on 11th April and 9th May.**