**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: J Evans, J Cameron, P Coombe, and M Worden.

In attendance: S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from P Lott, D Evans, L Mellor and A Bennion.

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

**Resolved: that the Minutes from the meeting held on 16th March were approved as a correct record and signed by the Chairman.**

**3. MATTERS ARISING.**

Catherine Morgetroyd has circulated relevant information as promised; however, it is thought that some of the data sent is too ‘broad’ to be used.

Information and samples of maps has also been received.

Resolved: that the clerk will purchase parish maps as follows:

1 x AO, 1 x A1 (with street names).

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

The clerk had circulated the Local Service Centre consultation; however, this was not relevant to Upton.

**5. RESOURCES UPDATE.**

It was reported that the Localities grant applied for has been given approval and we are to receive £4,640 to be spent on specific items (detailed in the grant application) and within a six month period. Unspent funding will be returned and must be re-applied for at a later date.

The clerk has drafted a request to the Parish Council for additional funding

**6. CONSULTATION PROGRAMME AND PROGRESS.**

A copy of the draft questionnaire was circulated and comments noted.

**Resolved: that a pilot study of the questionnaire will be carried out at the Annual Parish Meeting. The final draft of the questionnaire will be circulated to members of the Parish Council for their information.**

**The questionnaire will be distributed in either May or June; the clerk will arrange for printing. The consultation will be for a period of 6 weeks.**

**The clerk will look into online survey provision such as ‘Survey Monkey’ along with free post services and will source display boards and bring information to the next meeting.**

**Phil Coombes will make the necessary amendments to the questionnaire and contact Carlo regarding the layout of the leaflet.**

**7. NEXT STEPS.**

**Resolved: that Jean Evans will use existing contacts at the local press and provide press releases to inform Upton residents of the NDP and encourage them to take part in the consultation process.**

**Community events will be identified where members of the steering group may attend with display boards and information.**

**8. ANY OTHER BUSINESS.**

Nothing further to discuss.

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

**Resolved: that the date and time of the next meeting will be on Tuesday 19th May at 7.30pm.**