**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Tuesday 19th January 2016, 7.30pm at the Pavilion, Wealstone Lane, Upton.

Present: Mr J Cameron, Mr P Coombe, Cllr J Evans, Mrs L Mellor, Cllr B Southward and Mr M Worden.

In attendance: Mr Graham Thompson and Mrs S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bartliff, A Bennion, J Coombe, D Evans and P Lott.

Cllr Bryan was also absent.

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

**Resolved: that the Minutes from the last meeting were approved and signed by the Chairman.**

**3. MATTERS ARISING.**

**Resolved: that business specific questions for a consultation questionnaire will be sent to the clerk within the next two weeks.**

**That Jamie Christon of Chester Zoo will be invited to attend the next meeting.**

JE/LM reported on the meeting with Wendy Davies at Upton Heath School. It is proposed to hold teaching sessions with years 5 and 6 to explain the work of the Parish Council and the NDP; this will take place on 28th January.

**Resolved: that JE and LM will further discuss the format of the session and will look at gathering photographic evidence of the day.**

**JE will approach Mill View School, Acresfield and Upton Westlea and Upton High School to offer the same information and invite contribution.**

**JE to draft an email to be sent to the Upton community groups to try to engage them in the plan.**

Liaison with Chester University for the purpose of inviting a student to work with the group is still to be actioned.

**Resolved: JE will remind DE of the above; MW will write a briefing to be provided to the student.**

**SP will contact Sarah Baron to request some facilitating work.**

**PC will circulate the updated the project plan to all.**

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

There was no further information available.

**5. QUESTIONNAIRE.**

JC reported on the survey analysis so far.

**Resolved: that further work will be done on the survey results.**

**6. NEXT STEPS.**

Engagement of businesses:

**Resolved: that all Steering Group members will send questions for use in a consultation with Upton businesses to the clerk.**

**Public information workshops, with a facilitator will be arranged over 2 sessions in April (9th or 30th April) SP.**

**7. ANY OTHER BUSINESS.**

MW reported that in light of the Terms of Reference now being agreed and in place, it may be the time to formally elect a Chairman. Due to restrictions on time and other commitments MW is stepping down from the post he has held unofficially. Members were asked to give some thought as to who is best placed to be the chairman of the group.

**Resolved: that the election of the Chairman will be on the next agenda.**

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

**Resolved: that the date and time of the next meeting will be on Tuesday 16th February** **at 7.30pm.**