**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Tuesday 20th October 2015, 7.30pm at St Columbas Church Hall, Upton.

Present: Mr J Cameron, Mr P Coombe, Mrs L Mellor and Cllr T Bartliff.

In attendance: Mrs S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Mrs J Coombe, Cllr J Evans, Mr D Evans, Mr M Worden, Ms B Southward, Mrs A Bennion and Cllr M Bryan.

Also absent was Mrs P Lott.

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

**Resolved: that the Minutes of the meeting held on 29th September be approved as a correct record.**

**3. MATTERS ARISING.**

The clerk reported on the comments made by CW&C planning officer C Morgetroyd regarding the final draft of the questionnaire; the points made were noted, however, the questionnaire had been agreed and printed at that point.

The clerk also reported that the Terms of Reference have been approved by the full Parish Council at the meeting held on 19th October. Councillor membership was also confirmed as being Cllr J Evans, Cllr T Bartliff, Cllr M Bryan and Cllr B Southward. The requirement of the Terms of Reference for at least one member of the Parish Council to be in attendance at all Steering Group meetings was also noted at the Parish Council meeting.

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

There was nothing further to consider from CW&C Council.

**5. RESOURCES UPDATE.**

The clerk reported that Chairman Mike Worden provided a written report to the Parish Council that includes a request for funding of £5,000; this has been submitted and now approved. The clerk will advise when the funds are available.

Approximately £1,000 of the £4,600 grant has been spent so far.

**6. QUESTIONNAIRE.**

The questionnaire is now with the Upton Handbook organisation ready for distribution during the first week of November.

**Resolved: that a press release will be prepared by MW. The clerk will add the questionnaire and survey monkey link to the website and put some information out on the Parish Council twitter and Face Book page.**

**The clerk will distribute the collection boxes as discussed and will also be responsible for collecting the completed surveys from time to time over the consultation period.**

**It was noted that the library will be closed for a week during the consultation period and that the collection box will be moved to the pavilion with a notice put in the library notice board to advise residents of the temporary arrangements.**

**7. CONSULTATION.**

**Resolved: that a meeting will be arranged for Upton businesses to attend, to hear about the progress of the plan and for them to make comment on the questionnaire and contribute to the discussion.**

**The meeting will be on Monday 23rd November, the clerk will send out invitations and a questionnaire to all Upton businesses.**

**8. NEXT STEPS.**

**Resolved: that contact will be made with all Upton schools to invite them to get involved with the plan. JE.**

**Copies of the questionnaire will be posted in the PC noticeboards. SP**

**A further working group meeting will be arranged that will include Bob Hadfield for the purpose of providing marketing material. PC**

**9. ANY OTHER BUSINESS.**

It was confirmed that all NDP working documents are available via the clerk or PC.

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

**Resolved: that the date and time of the next meeting will be on Tuesday 17th November at 7.30pm in St Columbas Church Hall.**