**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Monday 18th November 2014, 7.30pm at the pavilion.

Present: P Lott, D Evans, J Evans, J Cameron, P Coombe, L Mellor and M Worden.

In attendance: S Baron (Cheshire Community Action) and S Pollard (Clerk).

1. **APOLOGIES FOR ABSENCE.**

J Coombe and A Bennion

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

**Resolved: that the Minutes from the meeting held on 6th October 2014 were confirmed as a correct record and signed by the Chairman.**

**3. CHESHIRE COMMUNITY ACTION.**

Sarah Baron of Cheshire Community Action attended the meeting to give an overview of the service they can offer parish councils and community groups to help with neighbourhood planning; this included help with consultation – where it is important to engage with the community to help at the referendum stage. Publicity – various mediums such as a website, newsletter, social media, flyers and notice boards.

Sarah advised the group to keep a record of the consultation process.

A ‘Rural Community Profile’ is available from CCA and will be provided.

CCA rates for guidance, help and advice through the neighbourhood planning process is £270/day.

**4. ACTIONS FROM THE LAST MEETING.**

**A review of the actions assigned at the last meeting took place:**

SP reported on the cost of purchasing large scale maps from CW&C.

Planning - ‘road map’/key stages/timescales plan will be produced. MW/JC reported.

**Resolved: that PC will revise the ‘timescales’ chart in line with the CCA template provided by Sarah Baron.**

Funding (Community Development Foundation) - SP reported.

**Resolved: that an application for CDF funding will be submitted.**

Winsford Town Plan - JE reported that the clerk to Winsford Town Council is willing to attend the next meeting to pass on information regarding the Winsford NDP.

**Resolved: that JE will invite the clerk to next meeting.**

Consultation - JC reported. A discussion followed where it was agreed that initial consultation would take place in spring 2015; this would be in the form of workshops, flyers asking simple open questions. Groups and organizations within Upton would be identified and targeted.

Hartford Parish Plan – PL reported.

Microsoft ‘Project’ – SP reported that it would not be possible to access Microsoft Project via CW&C Council.

**5. FUNDING SOURCES.**

Nothing further to report.

**6. NEXT STEPS.**

**Resolved: that an item on ‘consultation’ would be included on the next agenda.**

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

**Resolved: that the date and time of the next meeting will be on Tuesday 13th January 2015 – venue to be confirmed.**