**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Monday 6th October 2014, 7.30pm at the pavilion.

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

In attendance: S Pollard (Clerk).

**1. APPOLOGIES FOR ABSENCE.**

Apologies for absence were received from D Evans and J Coombe.

**2. APPOINTMENT OF A CHAIRMAN.**

Cllr P Lott proposed that at this stage a Chairman should be appointed and asked Mike Worden if he would be prepared to take on this role.

It was established that the role was essentially to lead the steering group meetings.

Mike agreed that he was prepared to take the Chair; no other nominations were received.

Vote – all agreed that Mike Worden will be Chairman of the NDP Steering Group.

**2. REVIEW OF THE LAST MEETING.**

Mike gave a verbal summary of the last meeting at which CW&C Planning Officer Jeremy Owens was in attendance:

* In order to progress the plan, information identified in the ‘Issues List’ must now be converted into ‘planning policy’.
* A ‘plan of action’ must be set out.
* Timescales must be identified.
* A reminder that the plan should not seek to replicate that which is already in place such as green belt policy.
* Consultation procedures should be identified and commenced, especially with Upton residents – local business consultation has been done to some extent with Chester Zoo, the COCH and Morrison’s.
* Need to identify if there is under use of existing housing – Sanctuary?

**3. MEETINGS.**

It was agreed that Steering Group meetings now need to be formalised; the clerk will set and distribute an agenda that will be informed by the Chairman.

Meeting Minutes will be taken and published (less formal than PC Minutes).

The Clerk reported that an application to formally identify the plan area has been submitted; the 6 week statutory consultation period for this process will begin next week.

**4. ACTIONS.**

The following actions were agreed:

* A representative of Cheshire Community Action will be invited to attend the next meeting to give advice on consultation - SP
* A request for large scale maps will be made to CW&C – SP
* A plan/road map will be made to identify key stages and timescales – MW
* The Community Development Foundation will be contacted regarding grant funding – SP
* Winsford Town Council will be approached for advice and information on how their plan progressed – JE
* Hartford Parish Council will be contacted for advice and information – PL
* CW&C will be asked if PC’s can be associated license holders to the Microsoft ‘project’ software (if they have it) – SP
* A reminder to attend meetings and give apologies will be circulated to all with the next meeting agenda – SP

**5. NEXT MEETING.**

Items to be included on the next meeting agenda will be Finance – grant bids/ Parish Council budget request.

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

The next meeting will be held on either 17th or 18th November to accommodate Cheshire Community Action – this will be confirmed by the clerk.