UPTON BY CHESTER AND DISTRICT



Neighbourhood Development Plan

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**MINUTES OF THE NDP STEERING GROUP MEETING**

**Monday 19th February 2018, 7.30 pm at The Pavilion, Wealstone Lane**

**Present**

Cllr Jean Evans (Chair); Sue Stanley (Vice-Chair); Cllr Jill Houlbrook; Cllr Adrian Walmesley; David Evans; Mike Worden

**1.APOLOGIES FOR ABSENCE.**

Alan Lingard; Cllr Brenda Southward

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

The Minutes of the meeting held on 29th January 2018 were **agreed.**

**3.UPDATES ON POLICY WORKING GROUPS.**

* **Housing**

Jean Evans reported back from a meeting of the Housing sub-group.

At that meeting it had been agreed that there was currently little space for building available in Upton, however an important issue was that of Housing Associations refurbishing their stock. Key housing issues for Upton were that (1) there is a lack of 2-bedroom houses, suitable for both starter homes and also homes to downsize to, however (2) developers tend to view Upton as a place to market expensive houses.

The subgroup held an idea generation session around the Dale Camp. Ideas included handing over to a Housing Association.

**Actions: Cllr Jean Evans** will contact Sanctuary, and **Cllr Jill** **Houlbrook** will contact Your Housing.

It was also suggested that an NDP group might set up a meeting with the MOD to discover how much of the area is in army occupation, and what is the extent of existing housing stock on the Dale. Other uses apart from housing could be: area for cycling; student accommodation; regional hospital or other medical facility.

In many ways it could be more suitable if the Dale were to be used for a medical facility and the Countess of Chester Hospital site for Housing, bearing in mind proximity to local facilities. It was suggested it could be a good idea to talk to Tony Chambers (CEO COCH) about these ideas.

Adrian Walmesley mentioned that Extra Care housing was considered a priority by CWAC, however there was the issue of distance from shopping and other facilities at the Dale to be taken into account. Sue Stanley pointed out that one of the draft NDP Economic policies includes encouraging some small-scale Class B1 industry at the Dale, for reasons of local employment. Mike Worden said that we would need to provide evidence that there was a demand for such provision. He also mentioned that sites such as the Dale and the Zoo, being on main roads into Chester, would be in high demand by developers for uses such as supermarkets and restaurants.

**It was agreed** that the Housing sub-group would move to Policy drafting.

**Action:** Cllr Jean Evans, Cllr Jill Houlbrook, David Evans

* **Economic Activity**

Sue Stanley reported that this sub-group were now consulting on the draft Policy Areas via the Business Survey.

* **Physical Character**

Sue Stanley reported that Phil Pearn had agreed to assist with this area, and that he is putting together ideas.

David Evans proposed that it would be useful to have a Physical Characterisation study carried out for Upton. These have been carried out for other areas in Cheshire, and a methodology template might be available. As well as the Upton Park conservation area, it is possible that it would be appropriate to designate other parts of Upton as conservation areas.

**It was agreed** that the History and Conservation of Upton would be a suitable topic for the annual Parish Meeting.

**Action:** David Evans will talk with Kirsty Henderson and/or Ian Hesketh (CWAC) about the possibility of a Physical Characterisation study, and potentially coming to speak at the Parish Meeting.

* **Sustainability**

**It was agreed** to make initial enquiries about the assistance being offered to NDP groups by the Centre for Sustainable energy (CSE).

**Action: Cllr Jill Houlbrook** will contact CSE

**Action: All** to read documentation already made available by CSE, prior to the next SG meeting.

* **Transport, Local Services (Schools, Health), Green Spaces, Specialist Centres**

We still need more volunteers to start work on these areas

**Action: All** to consider names of people who might be able to assist

**4. CONSULTATION**

* **Business Survey**

Sue Stanley reported that 2 successful pilot interviews had been carried out, with a restaurant owner, and a school head teacher. These have led to some refinements to the questionnaire to make it more fluent, so as to ensure it can be completed in 30 min. Some interesting suggestions were put forward by the two respondents, some for the NDP and others relevant to the Parish Council.

**Action: Cllr Jill Houlbrook** will look into progress on getting a sign for the A41 to indicate the Local Shops and Restaurants on Weston Grove

There was a discussion of the issue of parking for visitors to the Weston Grove shopping area.

Further interviews will now be carried out, with a view to completing the survey by the summer. Further volunteers are needed.

**Action: All** to consider whether they can assist Sue Stanley and Alan Lingard in carrying out the interviews.

It was suggested that the survey completion for the Zoo and for COCH might be carried out by them in-house.

**Actions: Cllr Adrian Walmesley** will contact Kevin Eccles at COCH, and **Cllr Jill Houlbrook** will contact Jamie Christon at the Zoo.

* **Leaflet Drop**

The leaflet is now being printed and folded ready to go into the March issue of Inside Upton.

Collecting boxes for questionnaire return will be available at The Pavilion, the Post Offices at Bache and Long Lane, and the Russian Style Crepes café.

**Action: Alan Lingard** and **David Evans**

* **2015 Community Survey**

It has been noticed that the detailed data Tables and Figures have not been uploaded to the Parish Council website alongside the Survey Report. Sue Stanley has consulted with the Parish Clerk to trace the missing information and arrange for it to be uploaded. It was agreed that there was no further need to keep the personal data of respondents, as they would not now be re-contacted, therefore it should be deleted, in line with Data Protection regulations.

**Action: Sue Stanley**

**5. DATA & IT**

A proposal was put forward by Alan Lingard and Sue Stanley to take out a trial contract with One.com ( current Parish Council IT provider) for a secure IT domain dedicated to the NDP, upton2030.org.uk. This will be for the storage of Steering Group working documents, including Excel tables and interim data analyses, for example for the Business Survey. The SG will own the domain and documents will be password-protected. Communication with residents will continue to be carried out using the [np@uptonbychester.org.uk](mailto:np@uptonbychester.org.uk) email address, and any personal data relating to residents, for example their email addresses, will only be stored on that domain.

The new domain will provide a secure place to store (anonymised) consultation data into the future, so that it remains fully accessible over time. It will also provide email addresses for the non-councillors on the Steering Group to use in communicating with other members (not residents).

The cost of the new domain will be £91.40 for the first 12 months, and a total of £345.12 over a 3-year period (all Excl VAT).

**It was agreed** that this funding should be allocated from the NDP budget, and that the new domain should be set up with One.com.

**Action: Cllr Jean Evans and Alan Lingard**

With regard to the forthcoming GDPR data protection legislation, Alan Lingard has researched what he believes the NDP needs to do to meet the requirements. He suggests that he presents an overview of requirements to the Steering Group at a future meeting. For the avoidance of doubt, he proposes a Confidentiality Agreement that all members of the Steering Group would sign.

It was suggested that the Parish Clerk be invited to the presentation.

**Action: Alan Lingard**

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

The date of the next meeting will be Monday 26th March 2018, at 7.30 pm.