UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the meeting of Upton by Chester and District Parish Council Neighbourhood Development Plan Steering Group held on Monday 5th December, 2016, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion, Cllr J Evans (Chairman) Cllr A Walmsley.

In attendance: Mrs Suzi Pollard (clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Houlbrook, Cllr Southward and David Evans.

**Resolved: noted.**

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. CW&C PLANNING OFFICER.**

CW&C Planning Officer Nial Casselden attended the meeting to hear about the progress of the Upton plan and offer advice.

The Dale Camp was discussed in light of recent news that indicates that the MOD will sell the site in the next few years – it is felt that there is a real opportunity to build a policy into the plan that will allow for some control over how the site is developed in the future.

All planning policy is a starting point for considering planning applications; if a developer strays outside of policy, it is then up to the authority to consider the application ‘on balance’ of whether policy should be enforced.

Nial also advised that Neighbourhood Plans may include as much detail as desired or as necessary but policies must sit alongside the Local Plan.

**Resolved: that Nial will be invited back to a meeting in a couple of months’ time along with Richard Thresh of CCA.**

**3. MINUTES.**

**Resolved: that the Minutes of the meeting held on 21st October 2016 were approved as a correct record and signed by the Chairman.**

**Proposed by Cllr Walmsley, seconded by Cllr Evans.**

**4. MATTERS ARISING.**

The following matters arising were discussed and further action noted:

Letters of resignation from P Coombe, J Coombe and L Mellor were noted. Issues raised in the letters will be considered by the full Parish Council.

**Resolved: that the clerk will send letters of thanks and appreciation; Cllr Evans will contact P Coombe to request that login details for both the Twitter and the Survey Monkey accounts be passed over.**

**Cllr Walmsley has written to Sanctuary Housing to invite them to attend the January steering group meeting.**

Cllr Houlbrook has contacted Upton Dene Retirement Home who would welcome a visit to explain about the plan. Cllr Houlbrook has also contacted Bob Hadfield regarding marketing and presentation materials but is still to make contact with Upton Westlea Primary School.

Cllr Bennion has contacted Upton community groups and clubs and had a positive initial response.

Cllr Walsmley has reported the steering group vacancies to the churches with a request that the information is included in the next church newsletter.

Cllr Evans has made contact with Upton Heath, Acresfield and Mill View schools but as yet has had no response.

**Resolved: that Cllr Walmsley will pass on the High School Governor’s contact details.**

**5. GRANT APPLICATION.**

**Resolved: that the clerk will commence the process of another grant application with the following expenses being covered by the grant:**

**£500 – special newsletter.**

**£3,500 – consultation fees.**

**£2,000 – graphic design and marketing.**

**£200 – hospitality.**

**6. FUTURE ACTION.**

**Resolved: that the clerk will obtain a copy of the Tattenhall Parish Council plan for use by a working group in drafting out how the Upton Plan may look.**

**The clerk will send all members of the steering group a reminder about contributing to the business consultation questionnaire.**

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

**Resolved: that the date and time of the next meeting will be on 23rd January 2017 at 7.00pm.**

