**UPTON BY CHESTER NEIGHBOURHOOD PLAN.**

Minutes of the Steering Group meeting held on Monday 14th December 2015, 7.30pm at the Pavilion, Wealstone Lane, Upton.

Present: Mr J Cameron, Mr P Coombe, Mr D Evans, Mrs P Lott, Mrs L Mellor,

Cllr B Southward and Mr M Worden.

In attendance: Mrs S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bartliff, Mrs A Bennion,

Cllr M Bryan, Mrs J Coombe, Cllr J Evans.

**Resolved: noted.**

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

**Resolved: that the Minutes of the last meeting will be amended at item 4 to state that ‘members of the group ……’ rather than ‘one member of the group.**

**After which the Minutes were confirmed as a correct record and signed by the Chairman.**

**3. MATTERS ARISING.**

It was confirmed that JE has put some information out on ‘Street Life’ regarding the progress of the NDP. JE and BS were to draw up a list of venues to host the information display boards; this has not been done as yet. JE sent a message to say that she would attempt to complete this in time for the next meeting.

JC has for the time being moved the display board into the library for a short period.

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

There was no new information available from CW&C council.

**5. QUESTIONNAIRE.**

The clerk reported that there have been 57 online surveys completed along with 72 hard copies – there are 3 more boxes to pick up from the collection points which may retrieve a few more surveys.

The clerk reported that she has set up an email circulation list for all people who indicated an interest in getting involved with the NDP and has already acknowledged their interest with thanks.

**Resolved: that SP will download the ‘any other comments’ submissions from the online surveys to be collated and analysed along with the hard copies.**

**JC and PC will summarise the hard copies of the completed survey.**

**SP will contact the interested parties and invite them to attend the next meeting.**

**6. CONSULTATION.**

It was acknowledged that the business consultation evening had not been a success with not one business representative in attendance. MW advised the group that in his experience this is the most difficult target group to consult with – sometimes due to the fact that business owners are not local residents and it is not convenient to attend an evening meeting.

A discussion followed regarding alternative ways to consult with local businesses, including door to door visits with a tailor made questionnaire more specific to business owners.

**Resolved: that members of the steering group will consider this further and send suggestions for questions to be included in a business specific questionnaire to the clerk; the clerk will make the same request to absent members of the steering group.**

The clerk reported that Chester Zoo had sent apologies to the business consultation meeting and requested a meeting with the steering group to discuss specific matters that may be relevant. The clerk requested that the Managing Director may be invited to attend the February meeting.

**Resolved: that the zoo MD will be invited to the February meeting.**

Letters inviting local schools to get involved with the plan have been sent out; a response from Upton Heath School has been received and a meeting with a school representative will be arranged in early January.

**Resolved: that JE will be asked about her availability to lead a meeting with the school along with LM and or PC; it was suggested that a way to engage the schools is to suggest they create a project to link in with the development of the plan. The clerk will find out if this initial meeting is to be without pupils being involved and whether the school is happy for the group to publicise the fact that they are involved in the plan.**

**7. NEXT STEPS.**

The next steps of the consultation will include engagement with Upton businesses and community groups. A list of groups has been obtained but no contact details have been made available.

**Resolved: that the following actions will be taken:**

**SP to compile a list of Upton community groups with contact details where possible.**

**PC and LM will work through the list to try to engage groups in the plan.**

**SP will report on the consultation survey results to the Parish Council.**

**DE will make enquiries at Chester University regarding the possibility of students compiling census data to create an area ‘profile’ for use later in the planning policy writing process. This may be in the form of ‘work experience or casual employment’ – funding is available for this if necessary.**

**SP will contact Sarah Baron of CCA to make enquiries about facilitating some drop in information/consultation sessions around March 2016, possibly an evening session and a Saturday morning session – again, funding is available for this service.**

**PC will update the project plan to bring it into ‘real time’.**

**8. ANY OTHER BUSINESS.**

The question of finance was raised; the clerk gave a broad overview of funding available and suggested that as there was a deadline for using the grant funding, it may be prudent to consider how this could be spent as soon as possible.

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

**Resolved: that the date and time of the next meeting will be on Tuesday 19th January at 7.30pm.**