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 Wednesday 15th February, 2017, 7.00pm, at The Frog Public House, Upton, Chester.

**Present:** Cllr A Bennion, Cllr J Evans (Chairman), Cllr J Houlbrook,

Cllr B Southward and Cllr A Walmsley.

**In attendance:** Suzi Pollard (clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from D Evans and M Worden.

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. MINUTES.**

**Resolved: that the Minutes of the meeting held on 23rd January were approved as a correct record and signed by the Chairman.**

**4. MATTERS ARISING.**

JE reported on successful initial visits to the primary schools and is waiting to hear further how they may get involved with the plan.

AB has emailed many local community groups to invite them to attend the presentation evening on 27th February; around 21 confirmations have been received.

The clerk has drafted a simple timeline of events that will be maintained to demonstrate the progression of the project.

The Clerk has submitted an application for further grant funding which is now being processed.

**Resolved: that the NDP Steering Group will dispense with formal agendas, however, decisions and actions of the meetings will continue to be recorded in the Minutes.**

**The clerk will ask Bob Hadfield to supply a transcript of the History of Upton video.**

**AB will follow up with Emma Maxwell of Upton High School regarding the competition entries.**

**The clerk will contact the doctors’ surgery to invite a representative to the presentation evening.**

**The clerk will purchase 3 x £30 Amazon gift vouchers for the winners of the Upton High School competition.**

**5. FUTURE ACTION.**

**Resolved: that JE, AB and JH will meet with Bob Hadfield on 9th March to formulate the Business questionnaire; BH will be asked to do the artwork.**

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

**Resolved: that the date and time of the next meeting will be on Monday 20th March at The Frog public house.**