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 20th March, 2017, 7.00pm, at The Frog Public House, Upton, Chester.

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

Cllr J Houlbrook, Cllr B Southward and Mr M Worden.

**In attendance:** Mrs Sue Stanley, Mr Alan Lingard and Mrs Suzi Pollard (clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr A Walmsley and apologies for lateness from M Worden.

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. MINUTES.**

**Resolved: that the Minutes of the meeting held on 15th February were approved as a correct record and signed by the Chairman.**

**4. MATTERS ARISING.**

JE reported on follow up visits to the primary schools which have varied in success.

AB reported on the presentation evening of 27th February for which a draft written summary of the workshops was circulated.

It was suggested that a stand should be set up at the Parish Council Annual Fete and school summer fairs.

The clerk confirmed that the grant funding application has been successful; we have been awarded a further £4,435.

A meeting with Bob Hadfield, JH, AB and JE has taken place to work on the consultation questionnaire to Upton businesses. It was suggested that face to face completion of the questionnaire may be preferable.

The clerk reported on a letter received from Frack Free Upton that asks why the group was not invited to attend the presentation evening to Upton clubs and groups on 27th February. Members of the steering group discussed the matter and concluded that whilst FFU would not previously have been considered to be part of the category being consulted with, representatives would have been more than welcome to attend

**Resolved:**

* **AL will carry out visits to Upton businesses once the consultation questionnaire is complete (SP will make a list of Upton businesses); ‘Inside Upton’ will be used to identify additional Upton businesses.**
* **SS will write a brief statement of what an NDP is for use on the website.**
* **DE will compile narrative on the Upton demographic – JH will put DE in touch with Paul Hickson of CW&C Localities team for this information.**
* **AL and SS will review information available so far then a meeting will be arranged with Richard Thresh of Cheshire Community Action to look at the Project Plan.**
* **Apologies will be sent to FFU via the clerk, for not being invited to attend the 27th February consultation event.**

**5. FUTURE ACTION.**

It was agreed that it was now time to identify an ‘Editor’ for the plan, along with other contributors to work towards producing a draft plan which will go out to consultation later in the year.

A planning ‘policy’ is typically a few paragraphs of what the policy is with 2 or 3 subtexts of supporting evidence.

It was further agreed that social media is likely to be the best way of engagement for the 20-30 demographic.

**Resolved:**

* **Visits to various accommodation for the elderly will take place with shortened and more specific versions of the consultation questionnaire being presented to residents. This will be written by AB, SS and JE, in conjunction with work already going ahead with Bob Hadfield.**
* **JH will take over the responsibility for the Upton 2030 Twitter and Face Book Accounts and run them both.**
* **SP will get a copy of the NDP presentation video to play at the Upton Annual Assembly.**
* **JH will arrange a meeting with Chester Zoo to discuss their 15 year plan.**

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

**Resolved: that the date and time of the next meeting will be on Tuesday 11th April at 7.00pm at The Frog public house.**