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 23rd January, 2017, 7.00pm, at Upton Pavilion, Upton, Chester.

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

Cllr J Houlbrook, Cllr B Southward and Cllr A Walmsley.

**In attendance:** Richard Thresh - Cheshire Action, Emma Maxwell - Upton High School, Danielle Wriggly and Julia Nundy - Sanctuary Housing and

Suzi Pollard (clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Mike Worden.

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were given.

**3. WELCOME NEW MEMBERS.**

The Chairman welcomed Beth Bensley and Tricia Shuler to the meeting; both would like to find out about the Neighbourhood Plan project, what is expected of volunteers to the group and to decide if they would like to join the steering group.

**4. SANCTUARY HOUSING.**

The Chairman welcomed representatives from Sanctuary Housing – Julia Nundy and Danielle Wrigley attended the meeting to receive information about the Upton NP and to give details of current Sanctuary Housing projects in the area. In summary the following information was given:

SH supplies affordable housing throughout Cheshire.

Actively looking for areas to develop.

Would like to work with the Parish Council to identify development land.

Identify housing needs in the parish alongside the land availability.

There is no specific housing target within parishes/wards.

There is an existing 10 year plan for housing.

It was then reported that the Dale Camp is unlikely to be vacated (as previously indicated) for the foreseeable future. In the summer of 2018 the Mercian Regiment is expected to move on; a new regiment will replace them for possibly 4 years. Overall the camp is expected to be occupied for at least another 16 years.

Richard Thresh advised that it would be advisable to build a proviso into the plan’s policies in anticipation of the longer term development of the site.

Emma Maxwell (Upton High School) reported on the competition held in the school, open to all pupils but with entries largely submitted by years 7 & 8 Year 10 students judged the competition.

Members of the Steering Group were impressed by the

**Resolved: that Cllr Houlbrook, Cllr Bennion and Cllr Evans will make arrangements to go into the high school to work with students.**

**Prize to be given to the overall winner (provided by the PC) x 3 female pupils.**

**Cllr Evans to liaise.**

**5. RICHARD THRESH.**

The Chairman updated RT on progress since the last meeting.

RT advised the group that the following should now be considered:

Sub-committee working.

Broad themes for the NDP to cover such as…

Housing / affordable housing.

Transport.

Education.

Community Facilities.

Retail.

Open Space/natural environment.

RT suggested that there are two ways of approaching the policy writing; to think of the desired outcomes for each heading and write a policy to lead to that end, ensuring that the consultation feedback is taken into account. Alternatively, the consultation data may be used to identify the desired outcomes.

The plan should start with a ‘history’ of Upton, to demonstrate how the area has evolved up to its current status.

A ‘timeline’ of the process should be recorded.

A Project Plan is useful to identify the stages of the process but there is little value in setting it to completion dates.

Consultation event, 27th February – **Resolved: that the clerk will provide refreshments and stationery.**

**The event will be advertised on social media and the website.**

**6. MINUTES.**

**Resolved: that the Minutes of the meeting held on 5th December 2016 were approved as a correct record and signed by the Chairman.**

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

**7. MATTERS ARISING.**

The following matters arising were reported:

The Survey Monkey account has been passed on to the clerk; social media accounts are now being held by Cllr Evans until a decision is made as to how to manage them.

The clerk has started the grant application process and will report back further at the next meeting.

Cllr Bennion has sent invitations to the Information event on 27th February to Upton community groups. Approximately 15 have confirmed attendance.

A meeting has taken place with Bob Hadfield to discuss presentation materials.

**8. FUTURE ACTION.**

Members of the group need to be allocated to start the writing process.

**Resolved: that the clerk will record a time line of the process so far and then add to it as the plan develops.**

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

**Resolved: that the date and time of the next meeting will be on Wednesday 15th February at an off site location.**

