 **Email:** np@uptonbychester.org.uk

**MINUTES: NDP STEERING GROUP MEETING – Monday 23rd November 2020 at 7.30 pm**

**by Webex Meetings videoconference**

**Present:** Cllr Jean Evans (Chair), Cllr Jill Houlbrook, Cllr Tom Egerton-Parry, David Evans, Sue Stanley, Mike Worden.

Caroline Gerrard, Alan Lingard and Stephen Williams were also in attendance.

**OPEN FORUM**

Caroline Gerrard spoke about the development of the Upton Community Group. The Group was planning to hold its first AGM the following evening at which officers and committee members would be formally elected. The group had originated based around social media but they were conscious that this could exclude many members of the community and intended also to develop communication through “conventional” channels. The group would be willing to help publicise the NDP consultation exercise through social media and assistance with leaflet distribution etc. They could also provide expertise in graphic design. The Chair thanked her for the offer and her contribution.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Jakub Schmidt and Cllr Peter Greenhalgh

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

The Minutes of the meeting held on 27th September 2020 were approved.

**3. DRAFT CONSULTATION PLAN**

* 1. Feedback from “Health Check” of Draft Plan

David Evans reported that a “health check” of the consultation draft, funded by Locality, had been carried out by Andrew Seaman, an experienced NDP examiner. He had generally given the NDP a clean bill of health for a plan at this stage. However, he had made 52 detailed comments.

Catherine Morgetroyd of CW&CC had discussed the comments with the NDP Working Group. She felt that many of the proposed amendments should not be made at this stage but should wait until after the Section 14 public consultation. Some of the remaining amendments were straightforward and minor and had been incorporated into the draft. Others would require further information and advice from CW&CC officers or others.

**It was agreed** that the Consultation Draft would be updated as far as possible and passed to the Clerk for circulation to PC members by 27th November.

**Action David Evans**

* 1. Feedback from residents and other stakeholders

Sue Stanley reported that letters requesting comments on Policy E1 had been distributed to businesses at Weston Grove, Long Lane and Bache local centres. Businesses were provided with an extra copy to pass on to the owners of their properties. To date no responses had been received.

There had also been no response to date from the Zoo or the Countess Hospital. The MoD were known to be considering their response and had been sent some of the supporting documents.

More feedback had been received from residents of private properties within the Dale Barracks site together with useful information about property ownership on the site.

* 1. Sign off of Consultation Draft by Parish Council

**It was agreed** that the Parish Council should be asked to agree the Draft NDP to submit for Regulation 14 Consultation at its next meeting on 7th December 2020
**Action: Clerk**

1. **REGULATION 14 CONSULTATION**
	1. Proposal for format and timing
	Sue Stanley presented proposals for the format and timing of the six-week public consultation period required by Regulation 14. The budgeted costs of the consultation would be approximately £4,500. It was proposed that the six-week consultation would commence on 1st February 2021. **The proposals were accepted.** It was noted that this consultation must be carried out under the official auspices of the Parish Council.
	It was also noted that organising the consultation would require active input from more councillors and members of the public.
	**It was agreed** that thecurrent Policy Working Group should now focus on organising the consultation and that other interested members of the Parish Council and the community should be invited to join it.
	2. Application for Grant Funding
	Sue Stanley reported that grant funding for the costs of the consultation could be obtained from Locality and that she had submitted an initial application for £4,500. Locality had requested more formal quotations for costs and she would obtain these.
	**The action in applying for the grant was approved and it was agreed** that, should the application not be successful, there was sufficient in the Parish Council’s agreed NDP budget to cover the anticipated consultation costs.
	**Action Sue Stanley**
	3. Date for Sign off by Parish Council

**It was agreed** that the next Parish Council on 7th December 2020 be asked to approve and implement the process of Regulation 14 consultation as set out and to approve the budgeted costs.

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

The date of the next meeting was confirmed as Mon 20th December at 7.30 pm, though it was agreed that the meeting could be cancelled if there was no significant business.