 **Email:** [np@uptonbychester.org.uk](mailto:np@uptonbychester.org.uk)

**MINUTES: NDP STEERING GROUP MEETING - Monday 25th January 2021 at 7.40 pm by Webex Meetings Videoconference**

**Present:** Cllr Jean Evans (Chair), Cllr Jill Houlbrook, David Evans, Sue Stanley

Caroline Gerrard was also in attendance

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Jakub Schmidt

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

The Minutes of the meeting held on 23rd Nov 2020 were approved.

**Matter arising: 4.2 Application for Grant Funding**. It was noted that grant funding for the costs of the consultation had been allocated by Locality and that £4,868 had been received by the Parish Council for this purpose.

**3. DRAFT PLAN**

The Parish Council had considered in their meeting of 18/01/21 the “Suggested Actions for the Parish Council” as put forward in the Draft Plan.

Their agreed action was to review this list to identify the responsibilities of the Parish Council and the resources that will be required to meet the requirements of this list.

Once the Plan is formally made, a Parish Council Committee will be formed to manage the policies set out in the plan against any future planning and development in the parish.

It was noted that there may be response in the Draft Plan Consultation, due to finish on 22nd March, that will be relevant to reviewing the list.

**Action: Cllr Jean Evans and Cllr Jill Houlbrook** will work together on a plan to take to the Parish Council at their 12th April meeting.

The ‘purdah’ period for Councillors will be between 23rd March and 6th May, because of local elections taking place elsewhere in the Borough. This is not expected to affect the work on the NDP, but it is something that should be checked in terms of interactions between CWaCC Officers and Councillors during that time.

**Action: Cllr Jean Evans** will consult with Catherine Morgatroyd regarding purdah.

**4. FORMAL 6-WEEK CONSULTATION (Reg 14)**

The ongoing work for the Consultation was endorsed by the Steering Committee. The Consultation period will be 8th February to 22nd March.

**5. TIMELINE**

The projected Timeline for the stages following Consultation (Reg 15-20) was agreed.

**Action: Sue Stanley** will forward the revised Timeline to Catherine Morgatroyd.

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

The date and time of the next meeting was confirmed as Mon 22nd Feb at 7.30 pm