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

**MINUTES: NDP STEERING GROUP MEETING – Monday 28th September 2020 at 7.30 pm**

**by Webex Meetings videoconference**

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

**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 27th July 2020 were approved

**3. NEXT STEPS**

* Draft Plan

It was noted that the Parish Council had unanimously approved the Consultation Draft of the Plan at its September meeting.

SS reported that, since that meeting, Catherine Morgetroyd had suggested some minor amendments, chiefly corrections of factual inaccuracy, and that these had now been made.

* Consultation with CW&CC and National bodies

Catherine Morgetroyd had also provided a screening opinion on behalf of CW&C. The findings of the screening are that a full SEA and HRA / appropriate assessment are not required. She will now send the Draft Plan to the statutory consultees for their views.

* Technical support for Plan Health Check via grant funding

SS reported that she had made an application to Locality for funding to undertake a “Health Check” on the draft plan prior to the formal consultation. A phone conference had been held with a consultant from AECOM and confirmation of the funding was awaited. The plan would be checked by a qualified NDP inspector who would highlight policies that might not be supported at examination and gaps in the evidence likely to be required. Any changes required could then be incorporated before the December Parish Council meeting when the Regulation 14 Consultation process should be agreed.

MW asked whether we would have any input into the choice of inspector. **It was agreed** to ask AECOM this question and, if possible, to request an examiner with experience of suburban areas similar to Upton.  
**Action: Sue Stanley**

* Consultation with major local stakeholders: COCH, Chester Zoo, MoD

DE noted that the Health Trusts which own sections of the CoC Country Park had not yet been informed of the Local Greenspace designation for the area. He had been given a relevant contact and would follow this up.  
**Action David Evans**

Similarly, the proposed Local Greenspace in front of the 1829 Building was owned by the CoC Foundation Trust, who would need to be consulted. At present the justification for this area of greenspace had not been written.

**It was agreed** to approach Cllr Tom Egerton-Parry to ask if he could assist with this.  
**Action Jean Evans**

SS pointed out that Catherine Morgetroyd had suggested consulting the MoD via the CWaC officer who regularly liaised with them. **It was agreed** to ask Catherine to expedite this.  
**Action Jean Evans, Sue Stanley**

Cllr Houlbrook offered to contact Jamie Christon at Chester Zoo.  
**Action Jill Houlbrook**

* Regulation 14 Consultation – possible support

A meeting had been arranged (Wed 20/9) with Catherine Morgetroyd to discuss the processes that would need to be followed for the Reg 14 Public Consultation and any assistance that might be available from CW&CC.

Following this, a meeting had been arranged with Lucy Hughes from Cheshire Community Action to discuss possible assistance they might give with the process.

It was noted that, though the consultation is not scheduled until January, it seems likely that Covid-19 restrictions would still be in place and that much of the consultation will probably have to be done online.

DE noted that, since the Parish Council had unanimously approved the Consultation Draft, it was important to emphasise that this was now the Parish Council’s plan and that the Council needed to take ownership of it and of the consultation process.

**It was agreed** to check how much of the Steering Group’s allotted budget remained unspent.  
**Action Sue Stanley**

MW emphasised the importance of ensuring that the consultation process was as comprehensive as possible, particularly that relevant stakeholders should be involved. This led to discussion of the need to inform the landlords of retail premises, particularly in Weston Grove, of the proposed limits on hot-takeaway usage.

**It was agreed** to ask CW&CC if they could provide contact details for the property owners.

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

The date of the next meeting was confirmed as Mon 19th October at 7.30 pm, though it was agreed that the meeting could be cancelled if there was no significant business.