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

**MINUTES OF NDP STEERING GROUP MEETING – Monday 29th June 2020 at 7.30 pm**

**by Zoom videoconference**

**Present:** Cllr Jean Evans (Chair), David Evans, Cllr Jill Houlbrook, Cllr Tom Egerton-Parry, Sue Stanley, Catherine Morgatroyd (CWAC)

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Peter Greenhalgh

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

The Minutes of the meeting held on 17th February 2020 were approved

**3. NEXT STEPS**

* Draft Plan
* It was noted that there would not be time to submit a revised version of the Plan before the 6th July Parish Council meeting, but that it was hoped to submit it for an early August meeting if one is scheduled.
* Revisions to the Plan will be carried out offline, and a final draft circulated to the Steering Group before the Parish Council meeting.

**Action** David Evans

* *Local Green Space* designations will be included in the Plan, and for each designation evidence is required to show that the appropriate criteria are met.

**Action:** David Evans, Cllr Jill Houlbrook, Cllr Tom Egerton-Parry

* *Sustainability:* In addition to the inclusion of sustainability as a consideration within each of the separate sections of the Plan, it was agreed that the current Sustainability section should be expanded to include specific policies relating to (1) Sustainable Housing and (2) Sustainable Energy Generation.

**Action:** Cllr Jean Evans, Sue Stanley

* *Local Services and Facilities*, *Transport, Economic Activities*. Suggested clarifications to will be incorporated in the text.

**Action:** David Evans

* Consultation with Dale residents
* *MoD*: It was agreed to share with Beth Fletcher (CWAC contact) the draft policies relating to potential future development at the Dale Barracks site, and once agreed by this team, to discuss the NP draft policies with the MoD.

**Action:** Catherine Morgatroyd

* *Residents of private housing*: It was agreed that a postal consultation would be carried out, and the allocation of budget for mailout and return was confirmed.

**Action:** Sue Stanley

* Timeline of activities to Dec 2020
* Owing to important revisions to the Plan, the timeline will now be put back by between one and two months.

**Action** Sue Stanley

**4. OWNERSHIP OF IT ACCOUNT**

* It was agreed that Sue Stanley will now own the One.com IT account on behalf of the Steering Group. This account is used for email within the Group, working documents and data storage and analysis. Costs will continue to be agreed annually with the Steering Group.

**Action:** Sue Stanley

**5. DATE AND TIME OF NEXT MEETING.**

The provisional date for the next meeting is Mon 27th July at 7.30 pm, venue to be confirmed depending on Covid restrictions

**Action:** Cllr Jean Evans andSue Stanley