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

**MINUTES OF NDP STEERING GROUP MEETING**

**Monday 30th July 2018, 8.00 pm at The Pavilion, Wealstone Lane**

**Present:** David Evans, Cllr Jean Evans (Chair), Cllr Jill Houlbrook, Alan Lingard, Cllr Adrian Walmsley, Cllr Frank Samuel.

1. **APOLOGIES for ABSENCE:**  Sue Stanley, Mike Worden, Cllr Alison Bennion. John Every
A warm welcome was extended to Cllr Samuel on his appointment to the Steering Group.
2. **MINUTES OF THE LAST MEETING –** approved (note the action point from 3b remains outstanding due to holiday commitment of the agent, will use best endeavours to gather information regarding demand for housing types in Upton. – **action AL.** Also the facebook “boost” still to be decided upon – **Action AL/SS**)
3. **UPDATES ON WORKING GROUPS**
	* Housing. It was acknowledged that due to holiday commitments, there had been no advancement on the position set out in the previous meeting.

	That said Jean reported that there was plenty of work in progress and we are conscious of the amount of work still to be done. (note also the outstanding item in 2 above)
	* Turning to Physical Character, David reported that he had heard from Phil Pearn who was willing to spend October/November on this issue. The aim therefore being to break the back of the proposed policy during this timeframe.
4. **COMMUNITY CONSULTATION**
	* A discussion took place about the use of banners advertising the NDP and in what circumstances could these be used. Jill undertook to provide us with the rules laid down by CWaC as to dimensions, timing in relation to a specific event etc. (At the time of compiling these minutes, this information has been delivered, thanks Jill).
	* In readiness for the Upton Fair (15 September) it was agreed that we should produce some flyers, the purpose of which would be to seek opinion from the public on the policies we propose to draft, taking care not to duplicate the type of questionnaire already carried out.

	The nature of these should be along the lines of “as a result of surveys carried so far, our draft policy on XYZ might say ………. What do you think?”

	Consideration was given to reaching out to the wider community. Question marks were raised as to whether Inside Upton was an effective delivery channel and what alternatives are available.
	For example could we approach local groups (e.g. scouts?) and see if they would hand deliver across the Parish. In return we would provide a financial incentive to be paid into group funds.

	Replies should be either handed in to the Pavilion or sent electronically to the “np” email address.

	In order to encourage responses, we will provide an incentive, similar to the “cake” at UptonFest. **ACTION SS**

	Agreed that we should get the ball rolling with suggestions from the group and approve a form of words. (note the fair will take place before the next SG meeting, so we will need to “self-approve “this action.)
5. **TIMELINE**
It was accepted that we are not going to deliver on plan without a concerted effort, while acknowledging the limited headcount in the SG.

Additional information gathered from the summer fair will give us more to take to a meeting with John Heselwood (Richard Thresh’s replacement). We expect this meeting will provide us with sufficient guideance to lead us into the Regulation 14 consultation (the pre submission consultation before submission to CWaC).
6. **DATE & TIME OF THE NEXT MEETING**  7.30pm Monday 24th September 2018.