UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the meeting of Upton by Chester and District Parish Council Neighbourhood Development Plan Steering Group held on Monday 23rd May 2016, 7.30pm, at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion, Mrs J Coombe, Mr P Coombe, Mr D Evans,

Cllr J Evans, Cllr J Houlbrook, Cllr B Southward, Cllr A Walmsley and

Mr M Worden.

In attendance: Mr Richard Thresh (CCA) and Mrs S Pollard (Clerk).

**1. APPOINTMENT OF CHAIRMAN.**

Due to the resignation of the current Chairman, the current Vice Chairman called for nominations.

Nominations were received for Cllr Walmsley, proposed by Cllr Houlbrook, seconded by Cllr Bennion. For Cllr Evans, proposed by Cllr Southward, seconded by Mrs Mellor.

Vote: For Cllr Walmsley – 3. For Cllr Evans – 6.

**Resolved: that Cllr Evans will be the Chairman of the Steering Group for the forthcoming year.**

**2. APPOINTMENT OF VICE CHAIRMAN.**

The Chairman called for nominations for Vice Chairman.

Nominations were received for Cllr Walmsley, proposed by Cllr Bennion, seconded by Cllr Houlbrook. For Mr P Coombe, proposed by Cllr Southward, seconded by Mrs Mellor.

Vote: For Cllr Walmsley – 3. For Mr Coombe – 6.

**Resolved: that Mr Coombe will be Vice Chairman of the Steering Group for the forthcoming year.**

**3. MEMBERSHIP.**

**Resolved: that membership was confirmed as follows:**

**Cllr Bennion, Cllr Evans, Cllr Houlbrook, Cllr Southward and Cllr Walmsley.**

**Mrs P Lott, Mrs L Mellor, Mrs J Coombe, Mr D Evans, Mr P Coombe and Mr M Worden.**

**4. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Mrs P Lott.

**Resolved: noted.**

**5. DECLARATIONS OF INTEREST.**

None given.

**6. CHESHIRE COMMUNITY ACTION.**

Mr Richard Thresh of CCA presented a summary of the NDP process;

It was confirmed that within a parished area, it is the Parish Council who is the ‘authority’ / ‘official body’ for the purpose of producing a plan.

That the main feature of the plan should be to consider ‘Land Use Planning’.

A ‘Vision Statement’ of around 3 paragraphs should be prepared.

NPs should only include what is relevant; fracking and traffic management are not.

However, a positive proactive inclusion of a ‘Renewable Energy’ policy is appropriate.

Mike Worden gave an overview of the progress made so far and shared some of his experience as a town planner in assisting other groups with their NPs.

A well-considered Project Plan that is realistically timed should be prepared. This should also identify where funding is required so that grant funding may be applied for in a timely way.

**7. MINUTES.**

**Resolved: that the Minutes of the meeting held on 16th February 2016 were confirmed as a correct record and signed by the Chairman.**

**8. MATTERS ARISING.**

None.

**9. FINANCE.**

The clerk reported that there is currently £5,000 available in the Parish Council budget for the Neighbourhood Plan.

**Resolved: noted.**

**10. PROJECT PLAN.**

It was reported that the Project Plan has slipped by around 6 months due to recent delays.

An expected completion date of November 2017 is to be reconsidered.

**Resolved: that PC will re-circulate the google drive access information so that members of the group may review the Project Plan.**

**11. FUTURE ACTION.**

It was noted that around 30 volunteers put themselves forward to assist with the plan via the initial consultation responses.

**Resolved: that PC will pass on to each member of the group, the contact details of approximately 3 of the volunteers who will then be contacted to see if they are still available.**

**Richard Thresh will send a short summary of the next steps to be taken.**

**The clerk will copy Richard Thresh into Steering Group Minutes so that he may offer advice when required; Richard will be invited to attend meetings on an ‘as and when needed’ basis as the ‘voluntary’ hours paid for by CW&C Council are very limited, after which a consultancy fee will be due.**

**JH to find out the if there is to be a parish wide housing needs survey and provide the figures.**

**A small group will get together to prepare a ‘Vision Statement’ – JE/AB/BS/AW and PC**

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

**Resolved: that the date and time of the next meeting will be on Monday 18th July 2016 at 7.30pm.**