UPTON BY CHESTER AND DISTRICT



Neighbourhood Development Plan

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**MINUTES OF THE NDP STEERING GROUP MEETING**

**Monday 26 March 2018, 7.30 pm at The Pavilion, Wealstone Lane**

**Present**

Cllr Jean Evans (Chair); Sue Stanley (Vice-Chair); Alan Lingard; Cllr Adrian Walmsley; David Evans; Mike Worden; Cllr Alison Bennion

**1.APOLOGIES FOR ABSENCE.**

* Cllr Jill Houlbrook, Cllr Brenda Southward

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

* The Minutes of the meeting held on 19 February 2018 were **agreed.**

**3. DATA PROTECTION REQUIREMENTS.**

* Alan Lingard presented a short summary of the forthcoming GDPR regulations.  
  This a pan European act and will be replicated in the form of a UK version of the Data Protection Act and is expected to be enacted on 25 May 2018.  
  In essence GDPR requires those holding personal data to bring existing polices up to date.  
  As we are a new organisation, we need to start from scratch. Attendees were provided with a handout which contains our draft Data Protection policy and were asked to read this then come back with any points for further consideration.  
  The plan will be submitted ahead at the next SG meeting for formal adoption.   
    
  The presentation was debated and particular reference was made to what type of body the NDP is. The initial view is that notwithstanding that the NDP is sponsored by the Parish Council (to which different data protections rules will apply), that it is in fact an association.  
  AL asked that we consider the new requirements in the context of how much personal data (PD) we are likely to hold and what we will do with it.  
  The PD will be held in a spreadsheet within a secure site. It will contain very limited information for the purpose of creating a mailing list.  
  MW added that we may have to open up some detail as part of our evidence, although it is thought that both the assessor and CWaC will be subject to the same GDPR rules with regard to confidentiality, or the data could be anonymised.  
    
  It was also agreed that copies of our papers would be passed to the clerk of the PC and offer help should it be requested.  
    
  **Action** – AL will continue to manage the DP policy for the next 3 months

**4. UPDATED TIMELINE and 5. SUSTAINABILITY**

* **Decision**: We will aim to meet this Timeline, which means that the Policy areas need to be drafted, and the evidence summarised, by the end of July. We will aim to cover all the Policy Themes, with the assistance of the new volunteers. Sustainability is very important and will be folded into all the other Themes rather than being a separate Theme.
* **Action:** SS will update the timeline as discussed at the meeting, including Parish Council sign-off points. JE will pre-warn CWAC of our proposed December submission date. All: in future SG meetings we will brainstorm priority policies for each of the areas. Eg April meeting: Transport.

**6. Updates on Policy WGs**

* **CoCH - Decision**: This is so important to Upton that we will have a separate Policy on it, as well as integrating specific areas into relevant Themes eg Housing, Transport. This will also apply to the Dale and the Zoo.
* **Action**: SS will analyse the data provided on numbers of employees who live in Upton, and travel to work.
* **Housing - Actions**: The WG will move to drafting the headline policy areas eg   
  (1) Site preferences (limit to infill/brownfield or Dale/COCH),   
  (2) New housing encouraged to include smaller 2-bedroom homes (action for JE/DE/JH). MW will comment on these once they have been drafted and will assist with appropriate wording.
* **Physical Character - Actions**: DE is meeting with Kirsty Henderson to discuss a Characterisation Study. JE/SS will respond to Phil Pearn on the document he has produced on the character of Upton.

**7. Community consultation**

**Decision:** We will seek to distribute the remaining flyers to key public places around Upton eg COCH, Morrisons (see also AOB). The purpose of the flyers is mainly Information, therefore if we do not gain a high questionnaire response this is not a problem. The responses will be used to add to and update our understanding of residents’ views from the 2015 survey, and will be considered as qualitative in nature.

**Action:** AL to discuss with AW the distribution to COCH and Morrisons.

**8.AOB**

**Register of Interests of the SG** - MW suggested that we document these.

**Action** – AL will add this to the DP policy. Given the relative simply nature of the content, containment within the DP document is appropriate.

**Leaflet distribution** – AL added that we have a box of 600 leaflets. He has volunteered to hand deliver some of these, so we can gauge reaction. This supply relates to approximately 1 in 7 properties and will be delivered in this ratio.   
  
**Housing Policy – some issues to consider**. DE handed his paper out at the end of the meeting. As time had run out we will consider this further at the next WG meeting.

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

The date of the next meeting will be Monday 30 April 2018, at 7.30 pm.