WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 17th December 2019 at Woodgreen Church, commencing at 19:30

Present: Andy Taylor(PC), Dawn Merriman (PC), Richard Fowler, Mick Wright, Mike O'Sullivan, Katie Parsons

Apologies: Paul Snookes, Roger Harris, Andy Roberts (County Councillor), Caroline Ansell

Item	Minute Recorded	Action by
1	Apologies of absence noted and recorded. Declarations of interest: None	
2	Minutes of the meeting held on Tuesday 26th November 2019. Subject to agree minor amendments the minutes were approved.	
3	**Matters outstanding** None	
4	**Business Survey update** AT stated that 50 / 125 surveys have been returned an excellent result DM populated the spreadsheet with the returned information, this will be checked and sent to Brodies. RF/AT offered to check the information. The wider group were invited to help as well DM – all the surveys were numbered to correspond with the schedule for ease of reference Progress, verify all information is correct, report to Brodies, then report findings back to group	

Item	Minute Recorded	Action by
5	**Greenspace Assessment** Of the 48 sheets to audit 32 have been done with 16 left to do. AT seeking assistance to complete uploading information. All sheets are checked for consistency so that they all have the same format and information AT/MoS to undertake mapping of the green spaces, Format to be agreed, costs being explored. The City Council have a mapping service so looking into using this as well CC should also have included all TPO's on their maps by March 2020 which we can then include on green space maps The SWDP review went down well, very few comments back. Not out in the public domain as yet. Final document to be sent for consultation, then approved then published. Becky has done a really excellent job, style, content and engaging narrative. Brodies are now getting busy with the SWDP and other NP's so we may need to move dates we can meet, arrange with Becky ideal times in advance so she doesn't get booked up Looking to PC to allocate more money for NP engagement for public exhibition / Becky Etc. Potential to do a flyer to inform people where to look on the web site and make comments	
6	**Website update** Sub-group to be set up to review and agree content to be uploaded to the website Business survey to be put onto the timetable Check links on web site so that people can see the links as a google account AT to speak with Andy Jones	RF/ AT
8	**AOB** RF – this group is a sub committee of the PC so members are not authorized to make media comment attributable to their membership of the sub-committee. In cases of doubt address such issues to RF/AT for reference to the Chairman of the Parish Council. RF - will be leaving Warndon to move to Stratford-on-Avon Feb/March so succession planning will need to be done – he will be greatly missed	
9	There being no further business the meeting closed **Date and time of next meeting** Tuesday 28th January at Woodgreen Evangelical Church. 19.30 hours.	

(WCC) Worcester City Council (WPNP) – Warndon Parish Neighbourhood Plan
(WPC) – Warndon Parish Council (NPSC) Neighbourhood Plan Steering Committee
(GS) Greenspace (GN) Green network. BPA (Brodie Planning Associates)
(Q) - Questionnaire (BQ) Business Questionnaire