WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 21st May 2019 at Woodgreen Church, commencing at 19:30

Present: Andy Taylor (PC), Richard Fowler, Mick Wright, Roger Harris (PC), Dawn Merriman (PC), Andy Roberts (County Councillor), Caroline Ansell, Katie Parsons

Apologies: Paul Snookes, Mike O'Sullivan

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Start with Brodie's update on Green space summary to allow Becky to leave**	
	We are up to 54 GS's from 36, there is a worry it is too many so look to link some together	AT
	GS similar to green belt openness. There is a need to bolster the GN policy in the City. GN not under threat as villages design included them as an integral part so this work should only reinforce this design	BB
	Each GS should have its own conclusion plus one big conclusion to link the network rather than a single all encompassing conclusion	KP
	Need to attach area + photos + summary to all the audit sheets. All the audits need checking to make sure they all read the same before they are written up and finalised (NPSC to arrange)	
	Once done explore policy options for the areas, green gaps, local gaps, trees hedgerows and landscape policies,	
	AT advised the New Parish Council is still in favour of the NP so we need to push on and complete it.	
	Identify the landowners, City, developers, private as all will need notifying before the report is submitted. AT has a list of owners and agents as many not owned by the City or simply not yet adopted. Although landowner's permission is not required, out of courtesy they will need to be made aware prior to consultation, to let them know their land is included.	
	Enter into dialogue with the City before the SWDP review to discuss the scenarios for the 14,000 new homes in the next period	
	Sort out how best to use Becky going forward as part of the team (how much can we afford) maybe an open contract so we can use up the cash as we need it.	
	Becky to send out a list of any outstanding information she needs to finish the reports. We may need a sub-committee for the final push to completion	

	Becky thanked for her attendance and back to the Agenda	
2.	**Minutes of the meeting held on Tuesday 30th April 2019.** Minutes confirmed as an accurate record of our meeting	
3	**Business Questionnaire** Apologies from DM re update on the Business Questionnaire. The comments from last time will be picked up and the revised document circulated this week AT available to help.	AT/DM DM/AT
4	**NP Grant update** AT provided figures on NP expenditure, all the figures are with the PC however there was an underspend of £2,596 which does not need to be handed back and re-applied for. However this must be spent before further grant is available. There is a further sum of £3k we can bid for in the PC budget for BQ, exhibition etc. taking the available total to £9,196	AT/RH
5	**Updates** Brodie's report to the PC was very well received. At the next PC meeting, grant discussions to be held what's left in the budgets and what can be applied for, a business case. We need to negotiate a contract with Becky for a PM role going forward to ensure the report is as robust as it can be.	 AT AT/RF
6	**AOB** DM suggested that we missed an opportunity – we should have recorded Becky's presentation at the Parish Council Annual Open Meeting so that it could have been included onto the web site (presentation to be uploaded) Dates for the next meetings except Nov should be OK, everyone to check Voucher for the winner of the Chinese meal has still not come forward, AT to check number against master copy to see if correct if it is then re draw at the next meeting	 AT
	Date and time of next meeting 25th June @ 7:30p.m. Woodgreen Evangelical church	

*(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) NP (Neighbourhood Plan)