WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 22nd May 2018 at Lyppard Hub, commencing at 19:30

Present: Andy Taylor (PC), Richard Fowler, Caroline Ansell, Roger Harris (PC), Mick Wright Mike O'Sullivan

Apologies: Dawn Merriman (PC), Paul Snookes, Katie Parsons, Andy Jones, Andy Roberts (County Councillor)

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 24th April 2018.** Minutes confirmed as an accurate record of our meeting- no amendments.	
2.	AT welcomed local resident Mike O' Sullivan to the WPCNP. AT also confirmed that the grant funding that had not been spent had been returned	AT
3	Secretary to the Neighbourhood Plan Steering Committee vacancy.	RF
	Following a discussion regarding filling the post, R. Fowler offered to take on the role and pass on the chair. However M. Wright volunteered to step into the role "to give it a go" to help free up other members time.	MW
4	**Open Meeting Discussion** Following the Warndon Parish open meeting and the presentation made by A. Taylor, the meeting was discussed to bring members who could not attend up to date with how it went.	AT
	Overall it was a positive presentation and message to show the groups progress over the last 12 months, its activities such as monitoring and objecting where appropriate to various planning applications made within the Parish. A call was also made to the attendees of the meeting for help in either the WPCNP directly or delivery of the questionnaire once re-leased. (a couple of names were added to the sheets left out)	
	The progress made to date on the Questionnaire was also discussed, the sub-group working on it and the drive to finish and distribute shortly.	
	This action was questioned by Councillor Stephen Hodgson and AT stated that the sub group are all volunteers and working as fast as time allows.	
	Following this comment it was discussed on how best to "speed" up the process. It was agreed to arrange for the questionnaire to be released to the whole sub-committee to enable it to be completed and release DM from shouldering the burden alone.	

Item	Minute Recorded	Action by
5	**Asset of Community Value** AT asked that the group consider areas within the Parish that could be labelled as such. Guidelines are set out which land could be labelled rather than try for a blanket approach. The land off Parsonage Way was the first discussion but other areas may be helped It was agreed to set up a working group to further investigate AoCV as well as a group to look at areas of Local Greenspace	All
6	It was agreed that MO'S could join the WPCNP subject to ratification by the PC	All
7.	AT to produce a bid for grant funding of £2k for questionnaire related expenses	AT
8	**AOB** NA	All
9	**Date and time of next meeting** Tuesday 26th June 2018 Lyppard Hub, 19.30. **There being no further business the meeting closed at 20:45 hours**	

*(WCC) Worcester City Council (WPNP) Warndon Parish Neighbourhood Plan
(WPC) Warndon Parish Council (NPSC) Neighbourhood Plan Steering Committee