WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 23 January, 2018 at Lyppard Hub, commencing at 19:30

Present: Richard Fowler, Andy Taylor (PC), Roger Harris (PC), Paul Snookes, Mick Wright, Katie Parsons, Caroline Ansell, Andy Jones, Dawn Merriman (PC), Jan Bayford

Apologies: None received

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 19th December, 2017** Minutes confirmed as an accurate record of our meeting	
2	**Matters outstanding** • Slack audience confirmed as limited to those within group • AT is still trying to contact C. Dobbs to arrange another meeting • Data for website was agreed, AT to do some minor alterations then will hand over to AJ to upload. AJ will publish the minutes once agreed • Another meeting for the questionnaire sub-group was arranged, with MW volunteering to help progress the task. The Aims and Objectives on the website will also be on the questionnaire • The spreadsheet to help detail comparative NPs is in the directory under Heritage • A meeting with the County Highways Officer has taken place to clarify highways ownership within the Parish - very informative and helpful. The Officer took away the map showing Warndon North to discuss further with colleagues. He also agreed to look at footpath responsibility and maintenance. The next task is to ensure Warndon South is free of the same ownership difficulties. He will get back to AT/RH before the next PC meeting • Data has now been transferred into the new file structure • Meeting dates during 2018 have been confirmed with the Hub. JB will email a list to group members • AJ is happy to sort any concerns with Slack on an individual basis • The Welcome Pack previously given to all new residents has been scanned into the directory. It will be uploaded to both the PC website and NP site under 'About'. Collectively, we encourage the PC to consider updating the pack and issue to all new residents, as it is felt to be an interesting insight into our Parish and full of useful information. Whilst we understand that the cost may be a difficulty, the use of advertising local businesses could offset that	AT AT/AJ DM/RF/ KP/MW AT/RF JB AJ
3	**Review of progress since last meeting** AT updated the group on the outstanding concerns regarding upcoming planning applications. One minor addition to the appraisals for the conservation areas: Warndon Court conservation area will now include the hedge lining the GTech site opposite the church	

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4	**Launch of website** When - end of February How - an article in the next Parish Newsletter (due to be delivered end of Feb), on Next Door and Warndon 6 Facebook page Arrangements - AJ to insert a link to the email sign up at the top of the front page. DM to share the wording for the article with the group for comments. Anyone wishing to update their photo should send a new copy to AJ for the website. We agreed to keep the role of each person listed on the website simple - eg Local Resident, Parish Councillor, etc	AJ DM/All AJ
5	**AOB** • DW suggested the logo for the PC is used on the NP. All agreed as the NP group is a sub-group of the PC. AJ to suggest where to place it • KP updated group on new additions to Planning Act. District Councils will need to show how they will support the formation of a NP.	AJ
6	**Date and time of next meeting** Tuesday 27 February 2018, Lyppard Hub, 19.30	
	There being no further business the meeting closed at 21:20	