WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 23rd July 2019 at Woodgreen Church, commencing at 19:30

Present: Andy Taylor (PC), Richard Fowler, Mick Wright , Roger Harris (PC), Dawn Merriman (PC), Caroline Ansell, Katie Parsons, Mike O'Sullivan, Andrew Cross (PC)

Apologies: Paul Snookes, Andy Roberts (County Councillor),

Declarations of interest: None

Item	Minute Recorded	Action by
1	Chair introduced Andrew Cross, the new Chairman of the Parish Council and welcomed him to join the meeting	
2.	**Minutes of the meeting held on Tuesday 25th June 2019.** Minutes confirmed as an accurate record. Together with 21st May minutes Cllr Roberts had expressed concern over personal data being held from the Questionnaire, RF confirmed data only kept for the prize draw and is now being destroyed. Remaining data kept from the Questionnaire is non personal KP shown on previous minutes as taking part in green space group instead of making suggestion to the group, Noted CA – not all abbreviations referred to in full in previous minutes, Noted and amended	AT

3	**Outstanding matters** A. Data protection – RF shredding tear off questionnaire slips this evening B. Feedback from the fete – AT pleased at the overall event, Robin Norfolk looked after the WPC stand, AT communicated about the WPNP to all that listened, inc. new residents! C. Resolution of the Q Voucher – AT/RF checked through original data and checked numbers, all correct. Agreed to pick a new winner AT to arrange with AC a new random picking process. D. Consolidation of minutes – went through earlier minutes and found a few errors. As the previous minutes are official records cannot change so this note will consolidate the errors, refer to today's minutes and explanation:- 8th Jan: previous meeting date was 27th Nov- not 25th Nov 25th Feb: should have been for 26th Feb 29th April: should have been for 30th April, Also the "previous minutes" approved at that meeting should have been for both 22nd Jan and 26th Feb- not 19th march which was an unminuted "workshop"	RF/AT
4	**NP Grant update** Due to minuting issues this item was postponed at the PC meeting. Extra meeting subsequently held and agreed the spending going forward. AC thanked the NP members for the work that has been put in	AT
5	**Business Questionnaire** Not much to add this meeting. New version of Q printed and sending to BPA for an overview then it will be ready to send out Need to decide when to deliver to the businesses, create a small group and deliver post Aug due to holidays. Talk to Becky prior to next meeting rather than invite to the WPNP to save money	AT/DM
6	**Update on Green Space working group** Group meets regularly checking logs, photo's, maps and fine tuning words, Becky to check and produce report to add into the final document	AT

7	**PC Update** AC – thank you for work being put into the NP AT – looking at non adopted land in the Parish, issues now occurring. Areas that should have been adopted have not been and still owned by developers. Speaking with Mark Bayliss of the Parks department to try and get this issue resolved	AT
8	**Website updates** AT Speaking with Andy Jones all minutes now uploaded up to April, RH now shown as a resident, update on the NP amended 2018 to 2019 Q in file not just on timeline KP chasing AT to upload information onto web page! AT needs helps as a lot of information! Bringing items to next meeting to discuss what's relevant and should be uploaded ALL to go over web site to see what's on there and comment AT / DM to go over all comments and information post holidays	AT/DM
9	**NP progress** Consensus is hand more work to BPA to free up AT Progress meeting with WCC AT/RF, Becky, Maria Dunn on the 20th August to go through the NP progress and introduce Becky as the NP representative Inc. timescales for review. NP may be closely aligned with the revised SWDP	AT/RF
10	**AOB** AT discussed road signage for the villages are all colour coded, new replacement signs are not exactly the same and some are spelled incorrectly. DM has been collecting library photographs of road signage. So note for all when passing take photos and send to DM	DM
11	**Next meeting** 27th August 2019 19:30 Woodgreen Church	

*(WCC) - Worcester City Council (WPNP) – Warndon Parish Neighbourhood Plan (WPC) – Warndon Parish Council (NPSC) - Neighbourhood Plan Steering Committee (BPA) - Brodie Planning Associates (Q) - Questionnaire