WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

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

Present: Andy Taylor (PC), Richard Fowler, Caroline Ansell, Mick Wright , Dawn Merriman (PC),

Apologies: Mike O'Sullivan Andy Roberts (County Councillor) Paul Snookes, Roger Harris (PC), Katie Parsons

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 24th July 2018.** Minutes confirmed as an accurate record of our meeting- minor amendments. Adopt on corrections 4 – change to "Brodyie's" rather than name 5a – should read actioning 6 4th paragraph – change to "yet" Q – state as Questionnaire as refers to it	
2.	**Outstanding Matters** None that are not included in the following meeting	All
3	**Report on Production of Q** Produced. – special thanks to all involved Not only produced but printed, collected and delivered Professional delivery programme - states who delivered and to which areas – may recommend them to the Parish for future use Boxes positioned in Tesco and Hub supplied by DM. some Q already being returned. RF collecting on a nightly basis. So far of tonight 218 returned equating to just of 5% a fantastic start 5 banners placed around the Parish Hastings Drive, Barn Owl, Lyppards and Tesco 5th to be placed on Woodgreen Drive. Consider what to do with the results so far, Press release? Maybe FB page. So far not many volunteers for door knocking exercise to remind people of the Q, however may not need them if the results so far are anything to go by. So far above national average RF to keep a track of all returns both paper and online to identify spikes on returns. Extra copies available if specifically requested to keep the integrity of the process. (Survey monkey allows one return per IP address) Newsletter Thursday before last weekend to return Q to give final push	AT/DM AT
4	**Analysis /What happens next** AT to seek agreement for the PC to get Brodie's for analysis of results – some reluctant to agree without a further meeting to state costs. At the next PC get a resolution passed through as departure from original expected numbers sufficient to use Brodie's as it is felt worth the extra cash due to large numbers of returns, at present no decision to do so	AT/RH

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	RF to take all paper copies to Brodie's ready for collation	
5	**Business Questionnaire** AT initial research, utilise a Business Q from a previous Neighbourhood survey that could be adapted to suit the NP needs. A range of questions some not pertinent as we have a different range of businesses. Look for volunteers to take the Q forward. Need to carry this out shortly to as not to fall behind	AT
5b	**Prizes** Currently we have vouchers for Tesco's and Wok n Roll, chasing for others Decide how to choose the winners and draw needs to be undertaken within a week of closing date to ensure relevance, potential press release	DM
6	**Project Timetable** No update yet but behind on initial thoughts, however please with results of Q so far as showing right questions asked. Need analysis first then question how to covert to policy or push for Asset of community value, ask Brodie's how to take it forward	AT
7	**Maps** Mapping tools no progress as such done so far time out for the Q Council now has a new mapping officer so may be able to help and procure maps for us	
8	**Assets of community value** PS done some background work and looking to present in the near future	
9	**AOB**	
10	**Date and time of next meeting** Tues 27th Nov 7:30	

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