WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 24th April 2018 at Lyppard Hub, commencing at 19:30

Present: Andy Taylor(PC), Dawn Merriman (PC), Richard Fowler, Andy Jones, Paul Snookes, Katie Parsons, Caroline Ansell, Andy Roberts (County Councillor) Dawn Merriman (PC).

Apologies: Roger Harris (PC), Mick Wright, Jan Bayford

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 27th March 2018.** Minutes confirmed as an accurate record of our meeting- no amendments.	
2.	Secretary to the Neighbourhood Plan Steering Committee vacancy. All members were asked to speak to friends/acquaintances to find out if they would be interested in joining the Group as Secretary. Request to be put out at PC AGM and email out to all contacts who had previously shown an interest in being involved. D Merriman agreed to act as temporary Secretary. AT advised local resident Mike O' Sullivan has expressed an interest to join the Committee. All Agreed. AT to invite Mike to the June WPNP meeting.	All members AT AT
3	**Matters outstanding** AJ confirmed Parish logo has now been added to the Neighbourhood Plan Website. Photograph library – all members asked to provide more photographs for the website/Plan. More documents to be uploaded to website Rename 'unrelated documents' on website. Change to '*Supporting documents'* and '*Consultation documents'* Remove J Bayford from the website 'Steering Committee' page. Repayment of Grant – A Taylor confirmed PC clerk received the request and arranged payment. A Taylor reported on his discussion with C Dobbs. He did not feel he was in a position to work directly for the PC/ WPNP due to his current employment with WCC. K Parsons suggested that for any historical information we could submit a freedom of information request to WCC.	 All AJ

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4	**Questionnaire Sub-Group** The sub-group now has an additional two members C Ansell and M Wright. The group finally met to discuss progress of the Questionnaire and a detailed discussion took place with regard to what questions and topics should be included. Suggestions of topics were put forward but challenged to see if the Neighbourhood Plan would have any influence on these matters. KP advised that this first level of questions would be the indicator for the next level of detail. After looking at many other NP Questionnaires the format of WPNP Questionnaire was agreed. It should look attractive to engage with residents. D Merriman continuing to work on the formatting and content of the Questionnaire. Discussion took place around the issue of residents not knowing the names and locations of play areas, green spaces etc. Some larger green spaces are not specifically named. It was suggested a map be included as part of the Questionnaire indicating where places were. Review existing map previously used in the Parish Newsletter and send to sub-group members. Agreed all Steering committee members would be required to fill in the Questionnaire prior to it going to print, to 'test' it and 'monitor' how long it took to complete. Discussions again took place around how the Questionnaire would be distributed. Preferred option would be an advertising 'flyer' inviting residents to complete online. This may exclude some members of the community as not all households have access to internet/ or have capability to respond online. It was agreed a Questionnaire would be 'hand delivered' to each household by either 'volunteers' or delivered by 'local leaflet delivery' company allowing the option to complete online or post physical copy into 'drop' boxes at Hub and Tesco. Source example of Distribution costs before next meeting. It was also agreed to capture information by area of the villages e.g Berkeley Heywood, for monitoring purposes. If no completed Questionnaires received from a 'certain' area. it may indicate non-delivery.	DM DM DM
5 **Update from PC**	AT advised the Committee on the Planning Committee consideration of removing the 'minded to refuse' process to align with other Councils, however some deliberation it was decided to keep it. Members may not be fully informed at the time of the Planning Committee meeting and could be overly influenced by emotional pleas by objectors. WCC have agreed to audit the planning process.	AT

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6	**Progress Open Meeting** Get together to prep prior to the Open meeting. *Agenda* - Update of the Group's progress over the last 12 months. - Recent Planning applications. - Shout out for a volunteer from each area of the Parish. AT to share 'draft' presentation for comment **Discussions took place regarding the publicity/awareness of the Open meeting.** AT advised we could use funding for advertising/ publicity. -Post it on Nextdoor and Warndon Community Group both local social media sites. - Discuss with the HUB and St Nicholas Church re the possibility of them sharing a post and putting up a poster in the HUB and on the PC Noticeboard. Speaking to the Worcester News re press release.	MW/AT/RH AT AT AT/DM AT/DM AT
7.	**Progressing the Plan** PS suggested the original ideas for the Green Network should form part of the NP to enable the same 'ethos' to be duplicated in other areas and should become 'Best Practice' for future Planning applications. KP advised this should be evidenced in the Local Plan and propose similar principles. RF suggested AT to start some preparation work on the Plan so we are 'ready to go'. e.g retention of Hedgerows in Trotshill Lane/ conservation area. KP cautioned what could be prepared prior to the consultation process. AT needs to feedback to Maria – how long the process will take. KP to share details of Planning Consultants who specialise in writing NP's as they undoubtedly used a 'template' and to indicate cost to enable the Group to plan the spend of the funding.	AT AT AT KP
8 **AOB**	Announcement by AT - The Secretary of the Group has resigned her position due to an imminent move out of the area. All members of the WPNP and Friends of Warndon Villages were reminded of the farewell get together on 1st May. **Asset of Community Value** AT posed the question 'What could the Parsonage Way site be used for? KP & AT discussed the implications/limitations of the potential usages of the site.	All
9	**Date and time of next meeting** Tuesday 22nd May 2018 Lyppard Hub, 19.30 to discuss feedback from the Open Meeting.	
	There being no further business the meeting closed at 21.05 hours	

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