WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 24th September 2019 at
Woodgreen Evangelical Church commencing at 19:30 hours

Present: Andy Taylor(PC), Dawn Merriman (PC), Richard Fowler, Caroline Ansell, Dawn Merriman (PC). Roger Harris, Andrew Cross (PC Chair) Andy Roberts (County Councillor)

Apologies: Mick Wright, Paul Snookes, Mike O'Sullivan, Katie Parsons

Item	Minute Recorded	Action by
1	Apologies of absence noted and recorded. Declarations of interest: None	
2	Minutes of the meeting held on Tuesday 27th August 2019 RF proposed the acceptance of the minutes with some minor amendments suggested for clarity. **5. Greenspace working group** Last para KP 'proposed' we need… **8. AOB** Becky of BPA …in a position to 'attend' Minutes confirmed as an accurate record of our meeting.	
3	**Matters outstanding** None	

Item	Minute Recorded	Action by
4	**Business Survey update** RF/AT/DM met on 9th September to finalise the BQ. All other comments received from the committee members were taken into consideration and implemented where appropriate. AT reported that BPA had suggested space allocated in the Q to include the Business & Address details, but that the Q would still be accepted if the business chose not to complete this information, as unlikely any 'interference' in the collation of this information i.e by completing more than one Q. It was agreed the completed/returned Q would be processed by members of the NPSC. As a result of this decision the Privacy notice would be updated accordingly. Only businesses with separate premises would be included as businesses operating from a private address were included in the resident's Q. Method of production and delivery agreed - 200 copies to be printed. A Stamped Addressed envelope to be included - Hand delivered. Return date deadline suggested to be 1st November – agreed to proceed once approved at the next WPC meeting. DM agreed to be the recipient for the returned Q. RH to seek quote for printing of Q. Cost of envelopes and stamps. RF volunteered to do some research on local businesses and check this against the information already collected/held. AT agreed to hand deliver to each business. Discussed how we will analyse the feedback, possibly by Committee members logging data onto Survey Monkey dependant on number of responses.	RH RF AT
5	**Greenspace Assessment** AT presented the committee with a GS assessment in spreadsheet format. BPA advised not to include Rad Meadow in LGS due to site accessibility. All sites had been assessed Mapped/Information written up/ most photographed. AT to seek guidance from BPA – Does every site require a photograph?. The sites omitted from the SWDP should be added at the time of the SWDP review. AT to speak to Maria (WCC)	 AT AT
6	**Feedback from the Parish Council** Clerk queried how much of the process was being communicated to residents. More information should be accessible on the WPNP website. It was also mentioned that representatives from the committee had been present at local events throughout the summer including St Nicholas church Fete & Warndon Village Summer Fete, Updates provided in the parish newsletter. Full consultation will take place prior to the referendum. It was agreed to populate the website with more information/ documents. BPA advised the draft plan (when completed) to be made accessible to the public. This would be promoted through social media Nextdoor/ Warndon Villages Community Group Facebook / WPC Facebook/ website. Other sources of promotion to be considered nearer the time.	 AT

Item	Minute Recorded	Action by
7	**Website update** Nothing had been actioned since previous meeting. Sub-group to be set up to review and agree content to be uploaded to the website with input from KP as referred to in previous minutes on naming of some sections making them more relevant when viewing the website. AT to update website with minutes for May/June/July/Aug to be listed in the correct order before Oct WPC meeting.	RF/ AT AT
8	**AOB** BPA and Maria Dunn (WCC) to meet on 17th October to discuss the emerging policies as a result of SWDP review. Becky of BPA to attend next WPSC meeting on 22/10/19 to provide feedback. Future consideration – Disaster Recovery process. Documented list of processes /passwords/where information held/stored etc.	
9	There being no further business the meeting closed at 20.34 hours **Date and time of next meeting** Tuesday 22nd October 2019 Evangelical Church. 19.30 hours.	

(WCC) Worcester City Council (WPNP) – Warndon Parish Neighbourhood Plan
(WPC) – Warndon Parish Council (NPSC) Neighbourhood Plan Steering Committee
(GS) Greenspace (GN) Green network. BPA (Brodie Planning Associates)
(Q) - Questionnaire (BQ) Business Questionnaire