WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 25th February 2019 at Lyppard Hub, commencing at 19:30

Present: Andy Taylor(PC), Dawn Merriman (PC), Richard Fowler, Paul Snookes, Katie Parsons, Caroline Ansell, Dawn Merriman (PC). Roger Harris (PC)

Apologies: Mick Wright, Paul Snookes, Mike O'Sullivan, Andy Roberts (County Councillor)

Declarations of interest: None

Item	Minute Recorded	Action by
1	Minutes of the meeting held on Tuesday 22nd January 2019 were not approved, as a number of items to be amended.	
3	**Matters outstanding** Business Survey Katie Parsons gave her apologies in not having reviewed the business survey, due to personal and work commitments. Prize draw voucher – to be purchased by Roger Harris and delivered to prize winner.	AT RH
4	**Greenspace Audit** Becky of (BPA) had previously provided guidance through a workshop to enable members of the WPCNP to carry out Audit of the Green-spaces. Caroline Ansell & Richard Fowler had met on 22.2.19 and completed audits using the template forms provided by BPA of Great Oaty and Ankerage Green/ Lyppard ponds. Richard Fowler took site photographs which will be added to the Audit record. Caroline Ansell sought guidance regarding the correct interpretation of the Audit headings. Katie Parsons offered her interpretation on the following, Q-Criteria & Reason for Protection A-(Reason make the site special to local people)Q - Is the Green area in character A- (does it attract local people or does it attract people from outside the area) Request maps of each site from Parish Warden. Query raised if there was a copy of the TPO plan- DM advised she had some plans which would be shared with the Group. The map reference to be used on the Audit template should refer back to the original maps published in the Questionnaire. Ie Map 3 space L or shortened to 3L. Audits already competed to be reviewed and further guidance to be sought from Becky (BPA). Audit of other green spaces to be continued by Roger Harris, Richard Fowler & Caroline Ansell. Andy Taylor conveyed thoughts from BPA that results of audits so far was positive to designating green spaces as 'LOCAL GREEN SPACE'. It is not possible to allocate large tracts of land to protect from devel-opment. But if an area for example like such as Aconbury is split into smaller tracts ie Orchard/ Field etc AT advised that Paul Snookes was doing some work on the Aconbury area.	AT DM AT CA & RF& RH PS

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5	**NP Timetable** AT updated the group on the revised timetable this is necessary due to slippage. The plan has been revised with May 2020 set as date to ratify NP plan to coincide with May election. Certain periods of the year should be avoided for certain actions, ie Christmas August holiday period. The timetable was to be further updated and circulated to the Parish Council and NP Group**.**	AT
8	**AOB** Andy Taylor to introduce use of Google Drive to enable better access and updating of documents. Thanks noted to Katie Parsons for the refreshments.	AT
9	**Date and time of next meeting** Tuesday 19th March 2019 Evangelical Church. 19.30 hours.	AT to confirm
	There being no further business the meeting closed at 21.10 hours	

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