WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 25th June 2019 at Woodgreen Church, commencing at 19:30 hours.

Present: Andy Taylor (PC), Richard Fowler, Dawn Merriman (PC), Andy Roberts (County Councillor), Katie Parsons, Mike O'Sullivan

Apologies: Paul Snookes, Roger Harris, Caroline Ansell, Mick Wright

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 21st May 2019**. Content on minutes confirmed as accurate, but with addition of explanation of abbreviations for GN & GS to make it clearer to those not in this group. In secretary's absence DM to add and circulate.	DM
2	The quote from BPA was presented to the NPSC by AT. Lengthy discussions took place, looking at the costs in each section. NSPC agreed the quote was clear and concise and all agreed to proceed. AT to present to PC at next meeting.	**AT**
3	**Green space evaluation.** RF thanked absent members (CA/RH) for their time and commitment on this task. There have been regular weekly meetings of the sub-committee to maintain momentum, as it is proving to be a mammoth task. (site visits & write ups) Open Space evaluation – started off evaluating all green spaces separately, however as WCC refer to the contiguous spaces the sub-committee have changed how they are assessed, now linking them together. For reference see map on WCC's website. AT also thanked RF for his commitment on the assessment of the green spaces.	**CA/RF/RH to finalise and review with AT**
4	**Business Questionnaire** RF/AT/DM met to review the previous version of the Business questionnaire. Agreed format and content and comments made by KP & MOS were taken into account. Becky (BPA) to review before moving forward. AT to discuss with Becky. Following still to be taken into consideration • way of distributing the Business Questionnaire • who will be responsible for the monitoring (NPSC or BPA)	AT
5	**NP Grant update** AT confirmed Grant available £9,000 to be spent in 2019/20. £3,600 grant allocated for this year, but must have spent previous grant first.	AT

6.	**Updates** Worcester City Council's Place & Economic Development (PED) met on 3rd June. Will be considering Preferred Options for the SWDP review in the autumn, prior to consultation. NPSC to seek further info.	AT
7	**AOB** Annual Summer Fete – WPC have reserved a stall and the focus will be the Neighbourhood Planning process. Nb: date of the November NPSC meeting will be 26th November 2019 RF advised that it has still not been possible to contact one the Resident Questionnaire voucher winners. AT/RF to double check details are correct. Discussion took place regarding the physical copies of the Questionnaire, which are currently held in secure storage with access by RF. Arrangement has been made by RF if access is required and RF unavailable. RF/AT to discuss with Becky (BPA) if these are still required for evidential purpose or can they be destroyed	AT AT/RF AT
8	**Date and time of next meeting** 23rd July @ 7:30p.m. Woodgreen Evangelical church **To be noted following meeting dates all booked to take place at Woodgreen Church** 23rd July, 27th August, 24th September, 22nd October, 26th November, 17th December.	
	There being no further business the meeting closed at 20.50 hours *(noted AR left the meeting at 20.37 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)
NP (Neighbourhood Plan)
Place & Economic Development Committee (PED)