WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 26th June 2018 at Lyppard Hub, commencing at 19:30

Present: Andy Taylor (PC), Richard Fowler, Caroline Ansell, Roger Harris (PC), Mick Wright Mike O'Sullivan Dawn Merriman (PC) part, Paul Snookes, Katie Parsons, Andy Jones, Andy Roberts (County Councillor)

Apologies:

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 22nd May 2018.** Minutes confirmed as an accurate record of our meeting- no amendments.	
2.	AT confirmed local resident Mike O' Sullivan to the WPCNP.	AT
3	**Outstanding** a – More images required for the web page b – Discussion from Parish Council no obvious results moving forward with the Questionnaire c – General disappointment / Embarrassment moving forward with the Questionnaire. All to check previous records for early copies. KP may have a copy to copy AT and circulate	ALL AT
4	**Update from PC – Leading to Questionnaire** Some concern on lack of progress AT being pressed on when it will be available, in minutes of PC AT tabled draft timetable for the NP – looking at referendum Nov 19 with formal adoption Dec 19. As such the Questionnaire needs to be circulated by the end of July to meet the timetable Also can the Q be online to help with circulation CA commented on delivery/collection in August may be problematical with holidays. Map green spaces and identify, possible access to maps through the PC? Inc. definition of green space. Also check if CC plan and label them Ordnance Survey and Royal mail have a list of land ownerships Public access web site "who owns England", CC information Could use a consultant or do the work ourselves, AT meeting a local consultant(s) and will report back following meeting. Potential to add the consultant after first response to help compile and fine tune the 2nd to keep the costs down need to show VFM Looking to produce 2nd Questionnaire in Jan so we could start writing chapters, headings , labels and setting out but don't over anticipate answers as due process needs to be followed, keep broad no details as cannot be seen to pre-empt answers. What are the big issues – most used green spaces, too many take aways etc. how do we enhance? Need to interrogate the 1st Q to ensure we get the 2nd one right and fine grain the answers to create draft policies	AT AT AT MoS KP KP

Item	Minute Recorded	Action by
	We are quite odd as a suburb not a village. SWDP newly adopted and has 5 year supply so need to be ready for next time around	
5	**General Items** Historic England document was discussed re the GTEC application, only applied to first outcome and not the final one. Also HE objected to the application but not WCC	AT
6	**Asset of Community Value** MoS to do a short presentation at next meeting	MoS
7.	AT to produce a bid for grant funding of £2k for questionnaire related expenses faster turn around of 15 days	AT
8	**AOB** Further meeting planned for the 5th July 7:30pm to discuss the questionnaire. DM to circulate copy tomorrow for all to view and comment ready for next week – brainstorming seesion Put Questionnaire as main agenda item next meeting	All
9	**Date and time of next meeting** Tuesday 24th July 2018 Lyppard Hub, 19.30.	
	There being no further business the meeting closed at 20:45 hours	

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