WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 27th Aug 2019 at Woodgreen Church, commencing at 19:30

Present: Andy Taylor (PC), Richard Fowler, Mick Wright, Caroline Ansell, Katie Parsons, Andy Roberts (County Councillor)

Apologies: Paul Snookes, Roger Harris, Dawn Merriman (PC), Mike O'Sullivan

Declarations of interest: None

Item	Minute Recorded	Action by
1	Apologies of absence recorded Declarations of interest - None	
2	**Minutes of the meeting held on Tuesday 23rd July 2019.** Minutes confirmed as an accurate record.	
3	**Matters Arising** RF attended a meeting with BPA and Maria Dunn of Worcester City Council on the 20th Aug 2019. The purpose was to introduce Becky Burridge to WCC as she will be taking on a larger proportion of the work going forward and will deal directly with Maria. This will free up AT The meeting allowed Becky to fully update Maria on the position of the work undertaken so far, a further meeting has been arranged to discuss the formal submission of the findings.	
4	**Business Questionnaire** Latest draft to be circulated to the WPNPSC for a final check before sending out to BPA for approval. Aim to deliver the Q post the summer holidays, discussion needed how best to deliver	AT/DM

5	**Update on Green Space working group** AT confirmed that this has been a huge undertaking and we are nearly there AT presented a table of Green space / Public open space and designations. It shows those areas not yet adopted by the City It also highlights some areas that should be in the green network but are currently not e.g. Nightingale Avenue, Topham Avenue ponds. (all word documents, plans, photo's etc. are all in the google drive, open invite for the team to look through them for consistency) Final checks to ensure all elements are complete to help BPA with delivery of the Green Space document to the City Some of these areas may have slipped between two surveys undertaken by the City into the ecology and green network. KP proposed that we include all the sites that have been looked at and discounted and show the judgement / reason why they were not included in the final schedule	AT
6	**PC Update** There hasn't been a meeting since the one last reported upon	AT
7	**Website updates** A sub-group will meet to go through all the information gathered to date and upload the most relevant to the website KP to give AT ideas on what some sections should be called and make them more relevant Look at how the previous minutes are shown as the order seems the wrong way round.	AT KP AT
8	**AOB** Becky of BPA to be invited to the next meeting if she is in a position to attend	RF/AT
9	**Next meeting** 24th September 2019 19:30 Woodgreen Church	

*(WCC) - Worcester City Council (WPNP) – Warndon Parish Neighbourhood Plan (WPC) – Warndon Parish Council (NPSC) - Neighbourhood Plan Steering Committee
(BPA) - Brodie Planning Associates (Q) - Questionnaire (WPNPSC) Warndon Parish Neighbourhood Plan Steering Committee