WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held Tuesday 28th August 2018 at Lyppard Hub, commencing at 19:30

Present: Andy Taylor (PC), Richard Fowler, Caroline Ansell, Roger Harris (PC), Mick Wright, Katie Parsons, Andy Jones,)

Apologies: Mike O'Sullivan Andy Roberts (County Councillor Dawn Merriman (PC), Paul Snookes

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 24th July 2018.** Minutes confirmed as an accurate record of our meeting- no amendments.	
2.	**Outstanding Matters** None that are not included in the following meeting	All
3	**Feedback from EO meeting** Everyone that attended the meeting are present tonight. Excellent turnout which was noticed and appreciated by the PC. AT spoke very well and circulated notes at the time	AT
4	**Meeting with Planning Consultant** AT reported an excellent meeting with Becky (*****) They are happy to undertake the short version of the quote then undertake work as deemed necessary (quote within agreed parameters with PC) Generally supportive of the NPSC so far AT to finalise the figures and submit the bid (5600) At provided a list of background evidence to Becky, they were suitably comforted that we have the most relevant information that is needed to go into the NP. They also gave feedback and ideas going forward KP also asked them questions separately and found them approachable and confirmed that they were surprised by the amount of factual information we have already Committing c3 days in terms of billing	AT/RH
5a	Questionnaire Avoid losing more time and appoint the consultants to enable them to start auctioning the Q. The NPSC to assist where needed Organise a "brainstorming session" with similar NP's to pick the best bits and collate (using Great Glen and Sidmouth as a basis) Ask for further quotes to cover collation of survey monkey information as results from paper submissions is separate information Once clear how the information is coming back we can set the consultants going on further work if felt worthwhile Cover GDPR and need for other formats for particular groups in comment of community involvement statement in Q	AT

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5b	**Prizes** Currently we have vouchers for Tesco's and Wok n Roll, chasing for others	RH
6	**Timetable** A revised timetable was circulated, several of the dates were discussed A meeting was arranged for the 6th Sept to discuss the Q to finalise layout and contents. Following this ensure the PC get a look at the final document for information. Need to allow a suitable timeframe for printing and delivery. Looking at Oct delivery and returns A business survey could be undertaken, get to promote through the NP and potentially donate prizes for the Q? (ask Becky if they do business surveys) Need to establish if a Business survey is required and what information is needed and why? Worcester Chamber of Commerce may have most of this information. Some of the green network runs into the business parks so amenity value, wellbeing etc. Check who owns the business park the management Co they may have better information on tenants etc. as need to target them and not the landowner Add to a later meeting and brainstorm By the end of the year have a basic plan of where the |parish has come from and where it is going Need to create an auditable and comprehensive description of each green space to Inc. photos, not all have been identified. Create a matrix to use in each case so all measured and categorised in the same way, Becky to offer training to help us to carry out in the same manner	AT
7	**Maps** AT meeting on Friday for update on mapping (Becky suggested we do mapping to keep costs down) Maps to show conservation areas / nature reserves/ Green spaces Suggested that they are A3 centrefold maps that can be taken out and kept	
8a 8b 8c	**Management of Green spaces** PS not at meeting AT – consistent theme in NP is the future management of GS not for the NP. PS and others working up a GS strategy to sit alongside the NP in parallel. So refer to them in the NP as there is cross over in some policies e.g. hedgerows and woodland so a strategy is needed to deliver its management as a tie into the NP moving forward The location identified by the Football club if brought into the remit of the NP what can it be used for? Previous designated as High quality meadow land, however the disturbed land at the rear could be used as a solar farm? Establish the right combination of uses, if self-financing then could be classed as an asset of community value Publicity of the Q needed to ensure coverage to create as much	

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	feedback as possible Radio H+W talk Local slot might be worth discussing to see if a program could be made. Social media / nextdoor / Warndon community groups / Worcester hour on twitter / Worcester news RH to look into printing and distribution. Also talk to media leader at PC. AJ to look into Social media	
9	**AOB**	
10	**Date and time of next meeting** Tues 25th Sept 7:30	

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