WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 19 December, 2017 at Lyppard Hub, commencing at 19:30

Present: Richard Fowler, Andy Taylor (PC), Katie Parsons, Roger Harris (PC), Mike Wright, Paul Snookes, Dawn Merriman (PC), Jan Bayford, Andy Jones (via Facebook Messenger)

Apologies: Andy Roberts (Cllr), Caroline Ansell

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 28th November** Minutes confirmed as an accurate record of our meeting	
2	**Matters outstanding** • Mick Wright confirmed by PC as a member of the Steering Group • Slack audience to be limited - carried forward • Meeting with Chris Dobbs - AT still pursuing • Access to Slack for Clerk to PC now in place • Update on website - now in place, just needs filling out: AT/RH to provide words for 'About', 'Vision & Objectives' and 'Timeline', JB to manage 'Docs' • Pre-submission consultation re football club - some members attended the first presentation and raised the following issues: Ground capacity up to 5,000 by phase 4; car parking very limited just 90 spaces in 1st phase; 3 Park & Rides suggested for weekend matches; pitch to be at lowest and wettest end of site; close proximity to M5 junction 6 amendments; no road lighting or safe crossing places for pedestrians; light seepage from the floodlights. There is a 2nd presentation at Lyppard Hub 20 Dec, 3 - 9pm	AJ AT AT/RH/JB
3	**Review of progress since last meeting (AT)** **1. Warndon 6** The PC is pursuing their options with regard to the City's planning application decision. Two external organisations have been in touch offering legal advice and help with funding in order to take matters further if felt appropriate **2. Warndon Court Conservation Area** There are further suggestions to incorporate the hedgerow and all the GTech land (there is an ancient hedgerow within their area), as all connected to the 'hilltop setting' as set out in the original Warndon Plan. Both sides of St Nicholas Lane to be included. Points shared with Historic England, who support these suggestions. The Worcester Civic Society is also supportive **3. Trotshill Conservation Area** Will go ahead as stated Both areas go to committee 25 January for the final decision	

Item	Minute Recorded	Action by
4	**Residents' questionnaire (KP/DM/RF** The sub group met 6 Dec to start sketching topic areas. The 3 main themes are: Built & Natural Environment; Housing; Non-residential Use. The group will use the allocations already in the SWDP alongside other designations, although some more work on this will be done when the map layers are available. The work on gathering other NPs will help to inform completeness, format and layout of questionnaire. Discussion went on to consider the levels of importance for residents - which areas are enjoyed by most within the Parish, there will inevitably be different levels of concern. Information already gleaned by the sub-group will be shared with all. They will start a list of assets, then look at forming questions around them. Lastly, to encourage participation and return of questionnaire, the group will look at gaining sponsorship/gifts from local retailers	KP/DM/RF All
5	**Scoping of Neighbourhood Plan and comparison of other plans** All group members to continue adding NPs they find onto the shared drive. JB will set up a simple spreadsheet so that an easy comparison can be made of such things as: good practice; simple format; ease of use; common policies; etc	JB/All
6	**Mtg re outstanding concerns with County Highways land ownership** RH & AT to meet with Jonathan Eastwood, WCC Highways 1st point of contact for queries. Meeting to be set up for January 2018	RH/AT
7	**AOB** The Parish Council is arranging a tree survey in the new year Proposed file structure agreed. All existing files/folders will now be transferred to new structure Venues for next year: steering group to continue meeting at The Hub, open sessions to be taken around the villages to encourage as much interest and feedback as possible. Dates to be checked for the coming year Refresher training on Slack to be offered at the January meeting PS passed some very useful information around which was given out to people buying houses in the early years of Warndon villages. The PC has already been asked to consider setting this up again, as many residents do not know much about the formation of the villages and its uniqueness. JB will scan all the documents to the shared drive for future use Our thanks to the Chairman for providing the Christmas picnic for our last meeting of the year, and in turn he thanked all members of the group for their work so far	 JB JB AJ JB
8	**Date and time of next meeting** Tuesday 23 January, 2018, at Lyppard Hub, 19.30	
	There being no further business the meeting closed at 21.27	