WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 22 August , 2017 at Lyppard Hub, commencing at 19:30

Present: Andy Taylor, (PC) Dawn Merriman (PC), Richard Fowler, Katie Parsons, Andy Jones, Caroline Ansell, Jan Bayford

Apologies: Paul Snookes, Roger Harris

Declarations of interest:

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 25th July, 2017** Minutes confirmed as an accurate record of our meeting	
2	**Matters outstanding**	
	- IT update including web development AT and AJ to discuss development of website	AT/AJ
	- New houseowners/businesses welcome packs AT to take to next Parish Council meeting (Sept)	AT
	- Sourcing other NPs RF to work with KP to upload NPs to Slack, looking at format, ease of understanding, style, etc. Chaddesley Corbett seen as a good example. Web addresses of examples to be uploaded to Slack	RF/KP
	- Business premises Updated from the City list. Home businesses included. Uploaded to Slack.	
	- Land transfers/unadopted roads/footpaths/weighting of issues AT has received a map from Cllr AR showing adopted and unadopted roads and footpaths. Will be useful in discussions. We will support the need to complete all unfinished land transfers, but accept it is a secondary concern to implementing a NP	AT/RH
	- Sourcing landscape masterplan specifications No success yet. AT to speak with Warwick Neal to glean what information he has	AT
	- Photographin g areas of Warndon Parish RF is taking a visual record of areas of interest and important buildings within the Parish. These will be uploaded to Slack. DM will add from her selection. KP suggested also including areas that do not match expectations - in need of maintenance, poor building, etc. Ancient photographs are available from the archives and the Hub displays some of interest	RF/DM

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3	**Contact with Chris Dobbs** AT/RF/JB had a very good meeting with Chris Dobbs (Landscape Architect). He was instrumental in developing the original landscape design of Warndon Villages. He is keen to help where he can and will look through his records to see what information he can share. All agreed to fund his time working with us. AT to see through funding application with PC, alongside funding for website and surveys. RF to contact other authorities to gauge cost of NP implementation. Chris will be invited to a future meeting	AT/RF
4	**Contact with Georgina Coley** Not yet successful, but AT will persevere	AT
5	**Query re payment of Consultants** All expenditure will be our responsibility. As stated above, AT will follow through funding needs	AT
6	**AOB** RF brought along a pictorial map of Worcester (Ordnance Survey), circa 1997/8. Clearly shows layout of Warndon Parish during the latter part of development DM kindly agreed to take on the Secretary role whilst JB is absent Our vision We agreed it is the right time to bring residents up to date with progress. Our first consultation will be a broad brush questionnaire, around 'What do you value in Warndon Parish' with a small working group (RF, DM, KP) meeting to start formulating questions. AT to feed back to PC at September meeting. DM will put an introduction to NP in next Parish News. The mail shot will go to every individual house - there was a discussion on the different methods of ensuring that happens. Response to the questionnaire will be as varied as possible, such as by email, website, local collection boxes and post. AT to write a short synopsis on progress so far to all those that expressed interest at the launch meeting. KP mentioned 'Next Door' - a neighbourhood chatroom where neighbours and neighbourhoods can join together to share news and concerns. It could be another way of getting the questionnaire seen AJ gave advance warning that he will be absent for the December meeting	DM RF/DM/KP AT
7	**Date and time of next meeting** Tuesday 26th September, 2017, Lyppard Hub, 19.30	
	There being no further business the meeting closed at 21.30	

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