WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 23rd May 2017 at Lyppard Hub, commencing at 19:30

Present: Cllr Andy Roberts, Ray Morris (Chairman of Parish Council), Andy Taylor (Parish Councillor), Les Morris (Parish Councillor), Katie Parsons, Roger Harris (Parish Councillor), Paul Snookes, Richard Fowler, Andy Jones, Caroline Ansell, Dawn Merriman (Parish Councillor), Jan Bayford

Apologies: David Elliott

Declarations of interest:
None

Item	Minute Recorded	Action by
1	**Welcome and opening remarks** RM as Chairman of the Warndon Parish Council opened the meeting and welcomed everyone. He outlined the remit of the group and talked through the Code of Conduct and Declarations of Interest form.	
2	**Introductions** Each member introduced themselves and explained a little of their interest.	
3	**Terms of Reference** These were discussed and agreed. However, the Terms of Reference only allows for 3 Parish Councillors to join the Steering Group, with 4 Members showing interest. After a short discussion, LM kindly agreed to stand aside. It is essential that the Steering Group communicates all actions it undertakes regularly to the Parish Council and all decisions it takes to be evidenced and supported.	
4	**Nominations to the Steering Group** The Parish Council had previously agreed to the nominations to the Steering Group. As such, only the following roles were left to be agreed at the meeting: Chairman - RF was nominated by AT and seconded by JB Treasurer - AT was nominated by RF and seconded by RH Secretary - JB was nominated by AR and seconded by DM There being no other nominations for those roles, all three agreed. All those in attendance agreed to ensure their Declaration of Interest (Disposable Pecuniary Interests) form will be completed and returned to AT before the next meeting.	All those o/stdg

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5	**Draft scope** AT had already distributed a draft document. Broken down into 4 interim headings, this was discussed with examples of potential issues (eg cutting through an ancient hedge, potential housing on land south of Warndon Woods, installing an additional mobile phone mast, dog fouling, litter) and suggestions as to how the Neighbourhood Plan can help us. The 4 headings are: • Environment • Heritage • Housing / Business • Community These may change or sub-divide once we start exploring issues and talking with residents, eg should highways be a separate heading rather than within environment? Do we need to include a general 'operational systems' heading? There was a lively debate with all contributing and many questions were raised about how we engage with residents and businesses. Crucially, all agreed that IT (in particular a dedicated website and social media) will play a prominent part, although it cannot be the only form of communication. To fully explore ideas with residents, we must be open to talking at every opportunity. Other tools include the South Worcestershire Development Plan online (a good source of information) and the city council uses GIS on which there are layers of information we can use in our investigations.	
6	**Working Groups** Members were asked for their main interest in the different areas. They will then take the lead role once the working groups are set up, in order to regularly bring matters back to the Steering Group There will naturally be a great deal of crossover of issues within the groups. Although most have an interest in several of the headings, the main areas are: Environment - RH, PS, RF, DM, AT Heritage - RH, CA, AR Housing/business - KP Community - PS, AJ AT has a list of interested residents collected at the open meeting. He also has a list of all businesses within the Parish, but will check whether this list includes those self-employed working from home. There is also a need to ensure new businesses are added. Another keen point is to remember those groups that tend to be under the radar eg gypsy and traveller groups.	
7	**Website and social media** This is mostly around public participation, forward planning, awareness of meetings, a growing archive of information and where we are at any time. AJ suggested that comms between group members could be through 'slack' - chat room style, would also be useful for each working groups - wr4.slack.com. AJ to demonstrate at next meeting. However, email will be used for updating all interested parties. All agreed that a separate website is set up, with twitter account and Facebook page for the Neighbourhood Plan.	AJ
8	**Parish Council events** Annual parish meeting - An opportunity for the group to raise awareness of the Neighbourhood Plan Parish fete - Neighbourhood Plan exhibition, needs to be eye-catching, AR suggested using a ball game often used by the County Council, encouraging residents to think about the issues around where they live. He will explore this more.	
9	**Future meeting dates** The group will meet on the 4th Tuesday of each month, making the next meeting 27 June, 19:30 at the Lyppard Hub. The group will look to use other venues within the Parish, eg St Nicholas Church, Woodgreen Church.	

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10	**AOB** • Half the notice board in the reception of Lyppard Hub will be available to display notes of meetings and actions taken • RM as Chairman of Warndon Parish Council will attend as and when needed • Maria Dunn, City Liaison Officer with regard to Parish Council work will be invited to join a future meeting	
	There being no further business the meeting closed at 21:30	