WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 24th October, 2017 at Lyppard Hub, commencing at 19:30

Present: Andy Taylor(PC), Dawn Merriman (PC), Richard Fowler, Andy Jones, Caroline Ansell, Roger Harris, Andy Roberts (County Councillor)

Apologies: Jan Bayford, Paul Snookes and Katie Parsons (Advance notice given for December meeting from Andy Jones)

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Apologies and declarations of interest**. - Apologies as above and no declarations of interest.	
2.	**Minutes of the meeting held on Tuesday 26th September, 2017.** Minutes confirmed as an accurate record of our meeting- no amendments.	
3	**Matters outstanding** - Confirmed RH & RF have now set up g.mail accounts. AJ to limit access**.** - **Section 52 -** scanning to be actioned - **Photograph library –** for use by AJ to populate WPNP website. To be loaded into Slack folder - **Resident's Questionnaire** – meeting to be set up in November to discuss and to draft content/questions.	AJ AT RF/AT/DM DM/KP/RF
4	AT provided update on following meetings: - **Parish Council Special meeting 30th October** – AT informed the group of the agenda of the forthcoming meeting and urged members of the committee to attend. - **Meeting with WCC 19/10/17 (Margaret Johnson)** – AT provided with copies of the Warndon Local Plan 1986, no copy of Landscape masterplan available. Comments in the plan suggested the boundary Conservation area be extended, but it was decided at the time, this would weaken the plan.	
5	**Policy interpretations** - AT ran through points raised with WCC how the planning at G-Tech had been interpreted to provide some understanding of future planning applications in relation to SWDP/NPPF Warndon Local Plan to assist with the WPNP going forward. Referred to WPC to take forward and report back at next meeting.	AT
6	**Government Neighbourhood Plan Grant Application** - Grant of £1,008 for consultancy fees approved – AT to draft work contract to detail work/time etc and approach consultant.	AT
7	**Resident consultation** (Our vision) - AT confirmed he had forwarded the Geophys event and Parish Council Special meeting to all residents who have shown an interest in the WPNP. (ongoing)	AT

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8	**Conservation Area Plan appraisal** - Comments made by AT to Julie Shaduwa (WCC) have impacted on the date this will presented to Planning Committee. Now delayed until November, earliest. AT to update at a future NP meeting.	AT
9	**Other Neighbourhood Plans** - Work still ongoing to gather details and scrutinise other Neighbourhood Plans.	DM/RF/KP
10	**Website** - due to time restraints on both AT & AJ, no progress made. AT to provide information to AJ at end of November.	AT/AJ
11	**AOB** - December meeting – as our normal meeting date will clash with holiday time, suggested a meeting be held on 19th December 2017 (room booked provisionally) to be confirmed if the group feel there is a need to meet.	All
12	**Date and time of next meeting** Tuesday 28th November 2017, Lyppard Hub, 19.30	
	There being no further business the meeting closed at 21.00	

Abreviations:
(WCC) Worcester City Council (WPNP) – Warndon Parish Neighbourhood Plan
(WPC) – Warndon Parish Council