WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 25th July, 2017 at Lyppard Hub, commencing at 19:30

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

Apologies: Paul Snookes

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 27th June 2017** Minutes confirmed as an accurate record of our meeting	
2	**Welcome to Maria Dunn, Worcester City Planning Officer** Maria presented a slide slow titled 'What is a Neighbourhood Plan?'. Her slides have been put on Slack. Principally it is a community-led planning document with vision, aims, planning policies and site allocations. It includes social, economic and environment issues. The community decides its scope, focus and duration and forms part of the statutory development plan for the area. The plan must meet basic conditions and contribute to the achievement of sustainable development with appropriate regard to national policy and in general with existing strategic local planning policy. These are tested by an examiner and approved by the City Council. The evidence base must be proportionate and robust with general conformity with the local plan. We have the authorised designation from the City Council to proceed and we are now in the evidence gathering stage. All public engagement must be documented and ongoing, keeping a record of all feedback received, and must include those living, working, or doing business in the Plan area. This should encompass different consultation methods to ensure we include as many people and businesses as possible. However, only those residing in the area will have a right to vote for or against the Neighbourhood Plan. Under the City Council's duty to support, Maria is keen to keep in touch as we advance, and would like to see our project plan timetable with key milestones. She will also comment on drafts and advise as we move forward. Her top tips: Set a realistic timetable, focus on the issues we want to address, think about the basic conditions as we go through the process, document all consultation. The whole process will take around 18 months. After discussing the process in detail (please see the slides on Slack), Maria took questions from the group. The Chairman then thanked her for taking the time to talk openly with us.	
3	**Matters outstanding**	
	- Use of 'Slack' 1. Store documents on google drive, not Slack 2. To keep our usage as uncomplicated as possible, we agreed not to use the 'threads' function in Slack! 3. All agreed to use Slack for general communication from this meeting date	All
	- Update on website All encouraged to look at the website and give out address to others	All

Item	Minute Recorded	Action by
	- Business addresses in Warndon Parish Still in progress	AT
	- Shared documents Keeping it Simple and Parish map Distributed to all members of the group. Please keep the latter confidential as it is not in the public domain	All
	- SWDP - priorities for the NPSG Incorporate into item 4	
	- Update from Parish fete (RH) Lots of interest. Quiz was well received with some informal feedback	
	- New houseowner/business 'welcome' pack No progress as yet. Suggestion that we should refer the point to the Parish Council	RF
4	**The Neighbourhood Plan - what is the work and sharing the tasks** AT shared a document to show the type of concern we currently have and which the NP could help strengthen protection in the future. He will upload it to Slack. Maria will advice on green space designation. The NP has weight in the planning process, and should be positive, clearly defining what development can be achieved, given that set criteria is met. AT's concerns will highlight some of the work needed. KP suggested investigating the concerns and then fact-checking with Maria. AT to arrange a meeting for all those interested in investigating Others can source NPs across the country - what's good, what's not so, what's easy to read and understand. Make notes/suggestions to bring back to the next meeting We mustn't lose sight of the significance of The Warndon Project. AT to contact Chris Dodds to discuss what changed between 1993 (the end of the project) and now AT to also contact Georgina Coley (Worc City legal team) re land ownership concerns AJ/AR keen to protect open spaces such as the children's parks around the area. The budget for replacing broken playground equipment is unknown For information: 170 new homes to be built within the villages	AT/KP/All interested All AT AT
5	**Funding - available government money** £9,000 is available to us, none spent yet. There will be a cost for time taken with Chris Dodds who will charge as a consultant. AT to discuss and then we can gauge whether to set up 1/2 days discussion Do we pay for consultations as part of the NP preparation? A question for Maria	AT RF
6	**AOB** None raised	
7	**Date and time of next meeting** 22nd August 2017, Lyppard Hub, 19.30	
	There being no further business the meeting closed at 9:31	