WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 26th September, 2017 at Lyppard Hub, commencing at 19:30

Present: Andy Taylor(PC), Dawn Merriman (PC), Richard Fowler, Katie Parsons, Andy Jones, Caroline Ansell, Paul Snookes, Roger Harris

Apologies: Jan Bayford, (Advance notice given for October meeting from Katie Parsons)

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 22nd August, 2017.** **Minutes confirmed as an accurate record of our meeting**	
3	**Matters outstanding** - **Sourcing of landscape masterplan specifications.** AT spoke with Margaret Johnson (WCC) who advised unable to track a definitive copy, however she is checking to see if there is a copy held with historical minutes. - Contact with Georgina Coley (Legal Team (WCC). AT confirmed met with G. Coley and she had provided a copy of Section 52 agreement and a plan of the Parish showing land ownership in the Parish. - **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 draft content/questions.	AT AT RF/AT/DM DM/KP/RF
4	- AT provided feedback - Grant Application for consultancy fees - approved by PC (September meeting) – AT to apply to WCC. - Our vision- AT confirmed he had circulated email with progress report to all resident's who have shown an interest in the WPNP. - AT confirmed a further article in the Autumn edition of the PC Newsletter had now been delivered to all households in the Parish.	AT
5	- AT commented about a conversation with Julie Shaduwa regarding Warndon Court Conservation area plan. Officers were proposing to review the boundary. Unable to incorporate the land next to St Nicholas church but to include the hedgerow adjoining the land sold to G-Tech.	AT
6	**Other Neighbourhood Plans** - Work still ongoing to gather details and scrutinise other Neighbourhood Plans. DM to arrange meeting with KP & RF early November to scope out content of WPNP.	DM

Item	Minute Recorded	Action by
7.	**Website** - AJ provided presentation of website layout he is proposing. Keeping it simple. All agreed. To be progressed after end of Nov due to personal workload.	AJ
8	**AOB** - Discussion took place around the limiting of Slack audience as currently all discussions are public. All in agreement. To allow this to happen RH & RF to set up g.mail accounts. Once RF & RH confirmed, AJ to limit access. - AT discussed SWDP 38 - Green Space. KP advised needed to read document in full before being able to comment. - AT advised the Group of 'a resident' who had made contact with a view to getting involved in the WPNP.	RF/ RH/ AJ KP AT to follow up
9	**Date and time of next meeting** Tuesday 24th October 2017, Lyppard Hub, 19.30	
	There being no further business the meeting closed at 21.30	

*(WCC) refers to Worcester City Council WPNP – Warndon Parish Neighbourhood Plan
PC – Warndon Parish Council