WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 27 February, 2018 at Lyppard Hub, commencing at 19:30

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

Apologies: Paul Snookes, Katie Parsons

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 23 January** Minutes confirmed as an accurate record of our meeting, with two small amendments: add '2018' in point 2 bullet point 8, and add 'conservation area' again in item 3.	JB
2	**Matters outstanding** • Contact with Chris Dobbs (AT) AT has spoken to Mr Dobbs, who feels there is potential for conflict with his role at the City Council. The consultancy funding will be returned, but is still available to us at a future date • Updates to website and launch (AT&AJ) Now live (but not launched) and gradually being populated. All agreed present content is good and easy to read. A few very minor points need sorting with source documents, which AT will resolve. The Warndon Local Plan 1988 needs to be inserted, AT&AJ to discuss sizing. AJ will add a link at the bottom of timeline to 'Contact'. AT to look at other supporting documents. AJ to update 'roles' of Steering Group members. New images to be sought for 'Documents', RF to source a photograph of the clock on the Tesco building for the 'Minutes' logo. All to share suggestions for new images. Our thanks to AJ for the work he has done. We will launch the website on 9th March using the following media: AT/JB to agree wording AJ to co-ordinate Next Door/Facebook page RH to co-ordinate St Nicholas Church and Warndon Six Facebook page DM to co-ordinate Lyppard Hub/Warndon Parish Newsletter/Warndon Parish Council website/Friends of Warndon Villages Facebook page, Woodgreen Evangelical Church • Any update from County Highways Officer (AT/RH) No response received yet • List of meeting dates for 2018 (JB) Completed - emailed to group and in document file under Project Admin • Placing of Parish Council logo on NP website (DM/AJ) Once an e.copy of the Parish Council logo is received from DM, AJ will upload to front page of website by the WPCNP initials	AT AT AT&AJ AT AJ RF All AT/JB AJ RH DM DM/AJ

Item	Minute Recorded	Action by
3	**Update from Questionnaire sub-group (RF)** Caroline to join sub-group to help with progress. The full group agreed that the questionnaire would be sent primarily by email, accepting that not all residents will have access to it, some mailing will be necessary. Return by email, posting at the Hub, and we would request a post box and information at both Tesco stores, as part of their continuing support for the community.	
4	**Proposal for an open meeting to update the community on progress (AT)** The Parish Council is to be asked if we could hold an open meeting to update the community on our progress, as part of the Parish Council annual open meeting (21st May). We would distribute the questionnaire shortly before, so the meeting would give an opportunity to encourage residents to complete it, advertise the website and ask for continuing support for the neighbourhood plan and gauge any more interest in others getting involved. Notice board - The manager of the Hub is happy for us to use a space within the building as an exhibition space. It will give us an opportunity to show the steps we will be taking to get to our end document. We need a session to plan this out and consider the documents we already have in support.	AT/ RH/ DM
5	**Update from Parish Council (AT)** AT attended the recent Full Council Meeting for Worcester City Council to submit a petition regarding concerns with the planning process. He was accompanied by A. Cross, a local resident, speaking during the public participation time (at the start of the council meeting). They were well received with some Councillors agreeing with their concerns.	
6	**AOB** No issues raised.	
7	**Date and time of next meeting** Tuesday 27 March 2018, Lyppard Hub, 19.30	
	There being no further business the meeting closed at 20:42	