WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of meeting held Tuesday 27th June, 2017 at Lyppard Hub, commencing at 19:30

Present: Richard Fowler, Andy Taylor (PC), Paul Snookes, Andy Jones, Caroline Ansell, Jan Bayford

Apologies: Cllr Andy Roberts , Dawn Merriman (PC), Roger Harris (PC), Katie Parsons

Declarations of interest: None

Item	Minute Recorded	Action by
1	**Minutes of the meeting held on Tuesday 23rd May** Minutes confirmed as an accurate record of our meeting.	
2	**Matters outstanding**	
	- Declaration of Interest forms All completed and held by Parish Clerk.	
	- IT update (AJ) Slack - Demonstration by Andy. Slack is a highly respected information channel, rather than a social media tool. It is useful for document storage and discussions around docs. Users have access to a secure channel, all group members are already set up by AJ. It has a very good search function for help and advice. AJ will set up folders for storing minutes, agendas, etc. It makes collaborative writing easy, clearly showing changes, by whom and when. Users can set parameters for how and when messages are received. It can be used to channel all discussion, perhaps backed up with phone calls (Slack has a voice facility), but using Slack as much as possible to inform all NPSC of progress. The software is currently free. A small monthly charge for each user is payable if we start to run into large volumes of storage. It is now up to us all to practice, AJ is available for any problem solving and, with PS, will articulate how the group should use Slack. Social Media/Facebook - Neither are infallible, should be used as part of a toolbox. Facebook works in a favoured structure, so not all messages will automatically be seen by all. Lyppard Hub has a Facebook page, we could put an update in to inform on progress and continue to interest people within the parish. Website - AJ will look at setting up a basic web site. AT suggested having a look at Chaddesley Corbett Neighbourhood Plan website. Information about members of Steering Group could be added, alongside charting progress. AJ suggested using Freshdesk as a collection point for email enquiries, which can then be redirected to the most appropriate group member. This is a free package, with up to 3 people receiving the initial email. AJ to organise. An e.newsletter will also be considered once the work has started and we have updates for the community. However, it is quite an undertaking and felt to be unnecessary at the moment. The regular Parish newsletter will have regular updates on progress.	AJ / All

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	- List of businesses within the Parish (AT) Sadly the list is not particularly accurate, eg it includes mast sites, but not pubs and businesses in the Lyppards. Also does not include home businesses. AT to update through Maria Dunn.	AT
	- Update from Parish Council meeting AT had already circulated a paper on contentious planning issues - Warndon 6 and an extension to the allotments. As a consequence of these and the likelihood of others, AT was asked whether it would be possible to speed up the NP process. AT responded positively and we discussed how this could be achieved: concentrate on environment/heritage points, leaving community issues for a later phase. Our primary focus will be on the points of value to the community and how we can protect/enhance them. Communication with housing and businesses is crucial. All agreed to start the work within the Steering Group, rather than setting up a separate working group. Need to firstly consider the SWDP and specify where we need to add weight and clarification. As part of the work we can identify areas suitable for green places for protection/conservation. AT to follow up and put some thoughts down for consideration by the group.	AT
	- Update from Annual Parish meeting Julie Lynn (Worcester City Archeology Service) gave a presentation on the reviews of the Warndon Court and Trotshill conservation areas. Interestingly, Trotshill is looking to extend its area. The draft reports have been considered by the City Council and are now out for public consultation. There will be exhibitions at the Lyppard Hub and St Nicholas' church barn. These are both very relevant to the NP.	
	- Parish Fete arrangements Although time is short, a small leaflet will be produced, advertising what we are doing, giving a link to the website. Interested parties will be asked to leave an email address for further information on progress. It will be kept simple, with just one page on overall plan and context. Photos of the Steering Group members will be on a notice board, again to help publicise our work. All those available are encouraged to attend at some time during the day. AT to set up the leaflet.	AT
	- Invitation to Maria Dunn MD has confirmed she will attend our next meeting, 25 July. JB, RF, AT meeting with her 4th July to clarify information already gathered.	
3	**Next steps?** This point was largely covered within the outstanding matters. AT to share more documents he has obtained. He emphasised the importance of confidentiality around information given to us by others eg Worcester City Council.	AT / All

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4	**AOB** Suggestion from AJ to prepare packs to be given out by estate agents, with a potted history of this unique area. This was well received and will be considered further. Suggestions for a website name please, to AJ. PS and RF walked part of the parish boundary on a fact finding mission along Offerton Lane / canalside and talked to some workers taking a lunch break along Wainwright Road, who asked whether the local nature reserve could be maintained and benches installed. The suggestion has been raised with the Parish Warden.	All
5	**Date and time of next meeting** 25July 2017, Lyppard Hub, 19.30	
	There being no further business the meeting closed at 21:35	