WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

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

Present:Andy Taylor, Mick Wright, Roger Harris, Richard Fowler, Katie Parsons, Caroline Ansell, Dawn Merriman, Paul Snookes, Jan Bayford

Apologies: Andy Jones

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	**Outstanding from last meeting** • Update from Jonathan Eastwood, County Highways Officer (AT/RH) No response yet. However, Alice Davy attended February Parish Council meeting and took away several actions in response to questions about land ownership from AT. The Land Drainage Partnership has issued letters to the original development companies asking that they deal with outstanding matters. The City Council will then finally arrange the last transfers of land ownership.	
3	**Update re website** • Source documents and supporting information for website (AT) Done as far as possible at the moment, with more to follow. 'Supporting Documents' heading needs a little updating • Link to 'Contacts' on website (AJ) Not yet in place • 'Roles' to be updated (AJ) Done • New images sought Some sent over for uploading. More are needed to show Warndon Villages as it was before any developments currently being planned are agreed • Parish Council logo on NP website (AJ) Not yet in place • Website launched Looks good, well received. 62 users have visited the site, settled to around 7 per day	
4	**Update from questionnaire subgroup (RF)** The recent Parish Newsletter states the questionnaire is soon to be distributed. A little more work is needed, 2nd meeting set up for 12th April, Lyppard Hub at 7.30. Ideas and format can then be discussed at the next Steering Group meeting	

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5	**Update from Parish Council (AT)** • PC has agreed that our public meeting should take place in conjunction with PC annual meeting • The SWDP is being reviewed. Presentation to PC, although it won't be adopted until 2021. We are able to feed in comments regarding policies, applications, etc. Suggestion that the green belt may be extended to new areas - what does that mean? Will the green belt just move to outside the urban spread or does it help to protect the substantive gap. Local green space can be allocated through the NP. • Petition handed in at last full council meeting, raising concerns about the way the planning process is handled by the city council. Following that, AT attended a recent planning committee, some minor changes to the process were evident, with further changes to come. The Planning Chairman is sympathetic to the idea of an audit of planning outcomes following decisions	
6	**Planning for open meeting - 21 May (AT)** Sub group formed (AT, RF, RH, MW, KP) to plan for our presentation to the community. Will look at review of our 1st year, issues that have arisen, what happens next, resident and business surveys. RF will open the presentation, then hand over to AT and others. We need to refresh and update the pool of people interested in helping - could we have a contact from each area of the Villages to help distribute the questionnaire and even to collect. Questionnaire will take around 10-15mins long, with straightforward questions asked for the whole household, either with individual feedback or as a family	
7	**AOB** • JB is moving away from the Villages, so has regretfully resigned from the group. RF kindly thanked her from the group for the work she has done to date. Volunteers needed please, to fill the Secretary position. • Church Fete - Sunday 10 June at noon. The group to have a stand to highlight progress on NP. Perhaps have an i.pad to enable residents to complete the questionnaire there and then • Parish Fete 8 July - as above • Repayment of grant in order - we will still be able to request the full grant again, to be used over 12 months, rather than 6 months previously. Look at forecasting our expenses to help scope the rest of the project	
8	**Date and time of next meeting** Tuesday 24 April 2018, Lyppard Hub, 19.30	
	There being no further business the meeting closed at 20.53	