WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 12th May 2020 (virtual meeting using Zoom) commenced at 7.37 p.m.

Present: Caroline Ansell (Chair), Andrew Cross (PC), Dawn Merriman (PC), Mike O'Sullivan, Andy Taylor (PC), Mick Wright

Apologies: Roger Harris, Katie Parsons, Andy Roberts (County Councillor), Paul Snookes

In attendance: Susan Howell (note-taker)

Meeting Topic: Employment Paper

Item	Minute recorded	Action by
1	Apologies of absence noted and recorded. Declarations of interest: None	
2	Minutes of the meeting on 28th April 2020 were approved.	
3	**Matters outstanding** • Upload February minutes to WPNP website (minutes currently unavailable due to covid-19 lockdown). • DM will email colleagues for suggested wording to poll residents on use of green space. • Review Plan and highlight any errors, omissions, and inconsistencies on a shared document (pending shared drive) • Consider responsibility for WPNP website management and whether this can be subsumed in WPC website.	MW DM ALL AT/WPC
3	**Review of Employment Paper** This was discussed, noting KP's email comments. • Paragraph 1.3 '2011 census date' should be '2011 census data' • Insert key in map on third page • 1.7 Agreed to refer to area as 'Warndon Business Parks' • 1.15 Line 4 needs re-wording, consider change 'drafting' to 'writing' and make sentence meaningful and complete • 1.25 Potential duplication in referring to local environment, 62% and 60%. Check if BPA agrees that	AT

	the first statement is quantitative and second statement qualitative, in which case acceptable • 1.27 change 'taking place' to 'in progress' • First policy – Retention of Existing (and allocated) employment sites. It was agreed that the wording of d) and e) needs to be reviewed and that KP should discuss and agree alternative wording / inclusion of d) and e) with BPA. • Second policy – Location of new employment development. 'Development proposals for business uses outside the identified business parks will not be supported'. After some discussion whether 'employment' uses would be more appropriate, it was agreed to stay with the original wording of 'business' uses. • It was noted that KP was supportive of how BPA had reframed the policies. • AT committed to reviewing the maps to ensure consistency in terms of transparency. He asked colleagues to review the maps and feedback any potential boundary inaccuracies.	KP AT ALL
4	**Other business** • AT will forward meeting minutes, comments on Green Space Background Paper and other outstanding matters to BPA.	AT
5	There being no further business the meeting closed at 8.30 p.m. **Date and time of next meetings** Tuesday at 7.30 p.m. 26th May 2020: Retail and Community Paper – virtual ZOOM 9th June 2020: Important views – venue to be agreed 23rd June 2020: Revisit residents' survey – venue to be agreed	

(WCC) Worcester City Council (WPNP) – Warndon Parish Neighbourhood Plan
(WPC) – Warndon Parish Council (NPSC) Neighbourhood Plan Steering Committee
(GS) Greenspace (GN) Green network. BPA (Brodie Planning Associates)
(Q) - Questionnaire (BQ) Business Questionnaire