WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 15th December 2020
(virtual meeting using Teams)
commenced at 7.39 p.m.

Present: Caroline Ansell (Chair), Dawn Merriman (PC) Andy Roberts (County Councillor) Andy Taylor (PC), Katie Parsons , Mike O'Sullivan, Roger Harris, Andrew Cross (PC)

Apologies: Paul Snookes, Mick Wright,

In attendance: No one else present

Meeting Topic: Next Steps

Item	Minute recorded	Action by
1	Apologies of absence noted and recorded. Declarations of interest: None	
2	**Minutes of previous meetings**. It was suggested by AT that we hold an extra meeting to review the outstanding minutes. DM suggested CA, AT & DM meet. Also a reminder to locate the minutes from Feb 2020 (availability affected by March 20 Lockdown) Draft of 15th October to follow.	AT/DM/CA DM
	Matters outstanding • Upload February minutes to WPNP website (minutes currently unavailable due to covid-19 lockdown). • 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. • Landowners to be contacted (AT to formulate letter) • Research whether further information should be included in the NP to prevent future nesting sites of seagulls on business parks. • Await WCC to confirm if Neighbourhood plans can designate their own 'Gap' and will this be referenced in the SWDP review. BB / AT to follow up.	MW ALL AT/WPC AT BB BB/AT

4	**Update from Parish Council** AT advised the Parish Council were in full support to engage another consultant to take over from BPA in assisting the NPSC to progress the WPNP.	
5.	**Update from WCC** AT advised CB (WCC) is reviewing the NP Policy (AT to provide copy of CB's comments) There would be the opportunity of 6-week consultation period for any new allocations above the original allocation these can then raised in Sept/Oct 21. CB/BB (WCC) & AT/CA (NPSC) to attend meeting scheduled for 26th January 2021.	AT CA /AT
6.	**Next Steps** **<u>Replacement for BB (BPA).</u>** AT & CA provided an update. First two consultants that were approached were not forthcoming to get involved. The second list of contacts proved more positive with a further consultant's details being offered. AT/CA to draw up shortlist. KP suggested two alternative businesses having previously worked with the companies. RCA & Avon Planning Services. Final amendments to be made to the draft NP. AT advised of proposed comments by AR and Parish Cllr Scrine, but they did not merit any changes. CA advised there were 21 typos to be corrected. AT & CA to agree to finalise these amendments. KP suggested the 'Policies' could be colour blocked (frame with coloured background) Pick a colour that is easily readable. Create an 'Appendix' just for the Policies. AT suggested following the same design as the resident survey. AT to circulate once amendments have been made. **<u>Public Rights of Way (PROW)</u>** AT discussed issues arising from developer intentions to use the land showed in the 'Millenium Map'. Should some of the footpaths be designated as PROW. Parish Cllr Scrine is looking to do some work on PROW on the old golf course and will share this information. There are concerns over disappearance of Darwin Field / Stableford PROW AR & Parish Cllr Scrine to meet with WCC officer. AT concerned that ownership of 'Racefield' was a concern and it would be a loss to the parish.	AT /CA AT /CA AT AR

	Letters to Landowners AT advised that Land ownership is still an outstanding issue. There are currently three landowners to contact. It was agreed to proceed with the agreed format other than remove BPA from the wording and correspondence should be sent in the name of WPC. KP advised there is a requirement to serve the notice in 'paper' format to the person listed on the land registry document. AT to discuss with newly appointed consultants. **Actions & Aspirations** BB previously suggested these should be included in the final appendix of the NP policy document. Proposed item to include - CIL monies could be used to alleviate the impact of Ash Die Back in the parish particularly in New Plantation where there is a high density of Ash. To be raised at the next PC meeting in January. **Summary of NP for wider circulation** CA advised she had looked at neighbouring NP document Consider what a summary NP document which will be delivered to each household in the parish, might look like. Dependant on any restrictions in place at time of consultation, how would we engage with our residents? DM suggested we video a presentation and upload onto u-tube. What format the presentation should be, it was suggested a Q &A session with a consultant. **Timescales** Taking into consideration COVID-19 interruption, White Paper planning document and outcome of meeting with WCC, it was difficult to predict revised timescales at this point. Update at next meeting.	AT AT AT
	AOB KP will be leaving the area at the end of January and therefore this was likely to be her last meeting. Katie was thanked for her input and commitment and will be missed as a valued member of the Committee. KP suggested • add to the consultant's responsibilities when we request a quote for the work. • Include output rather than just admin tasks, so they become more familiar with the policy. • Reminder to list the consultants who have been involved in writing the policy for future reference.	

6	**Dates of future meetings** There being no further business the meeting closed at 9.31 p.m. **Date and time of next meetings** 26th January 2021 (after meeting with WCC) 'Minutes' meeting to be arranged before the next NP meeting and future meeting dates to be agreed.	AT/CA /DM

(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
(CIL) Community Infrastructure Levy (PROW) Public Right of Way
(CB) Corin Beames (WCC) BB Becky Burridge (WCC)