WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Thursday 15th October 2020
(virtual meeting using Zoom)
commenced at 7.35 p.m.

Present: Caroline Ansell (Chair), Dawn Merriman (PC) Andy Roberts (County Councillor) (left meeting due to commitments) Andy Taylor (PC), Katie Parsons, Mike O'Sullivan, Roger Harris, Andrew Cross (PC) (partial attendance due to other commitments),

Apologies: Paul Snookes, Mick Wright,

In attendance: Becky Burridge (BPA)

Meeting Topic: Review of Employment / Retail / Community facilities

Item	Minute recorded	Action by
1	Apologies of absence noted and recorded. Declarations of interest: None	
2	Minutes of the meeting on 28th September to be checked for clarity and will be circulated prior to next meeting.	AT
3	**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	**Updated Retail and Community facility section** Review the Retail Policy. AT to outline the area instead of being filled in to make the map more readable. **Created our own boundary different to the SWDP**. Actions to be completed by BB re 'use' class. • Re- word the para • take out 'frontages' replace with 'unit' • BB to update. (Following KP 's comments-noted by BB) . BB advised that nurseries are not included in Building Classification Group E- Educational - schools and day care centres. There is a judicial review starting soon. **BB to note in doc as a reminder to review this part of the policy prior to consultation.** BB to split the 'list' to improve the look of the policy. Maps to be inserted into Policy document.	AT BB BB BB BB BB
5.	**Updated Employment section** BB to replace Map now all colours have been streamlined/ amended by AT. BB went through the amendments to the policy document as per the NPSC's comments and confirmed all changes had now been made. BB advised that Businesses now have apply for Certificate of Lawful use-to cover the change of use for a property. BB also noted the policy document needed to protect the employment sites in the Parish. All maps changed in this section - BB to update.	BB BB
6.	**Update on Green Space work** BB to merge sections of the doc and draft plan of policy document will be completed by end of following week. (W/c 19/10/20)	BB
7.	**Update on Draft Plan BB** BB advised that a new subsection on 'Housing' has been created, with explanation why no additional housing has been included, as currently no allocation in the SWDP.	

	BB reminded there is still the need to write to greenspace landowners. AT to contact WCC list for a list of consultees who need to be notified. **Group to consider how we will consult with residents.**	AT **All**
8.	**Next steps** AT suggested looking at all the issues in the 'White paper' to see how they may affect the WPNP. Update –timetable taking into consideration the SWDPR and the affect COVID-19 is likely to have on this process. Add into the policy document an Appendix to include 'comments' and how 'outside influences' may have changed the policy. Make clear for the examiner. The WPNP should be reviewed every couple of years and can be amended without consultation. (3 types of amendment that can be made). To be considered at the end of the process. WCC would have to run parallel consultation to see if our draft plan policies require an environmental impact assessment. AONB site will have to be reviewed - Natural England-5 week screening CA asked when a Neighbourhood P had any weight – BB advised once it had been submitted to the WCC. **Ideas for consultation** • Produce a presentation similar to the one given by BB to the WPC to explain what the WPNP is. This could be uploaded to the Parish Council website and/or U-tube and residents could be directed to it from leaflet/flyers/summary document. • Coincide the consultation with Election time! AT raised concerns about how the COVID-19 restrictions are affecting the progress of the WPNP and proposed to put on-hold. KP suggested the NPSC should continue and it was agreed by the members of the NPSC. In view of BB leaving and BPA no longer having any further involvement in the WPNP. BB confirmed to transfer all files to the WPC via Google Drive (username and password to be sent to AT).	BB

9.	**Any Other Business** As this meeting would be BB's last one – Chair thanked BB for her hard work and help & advice in pulling together the WPNP and wished her well in her new role.	
	Date and time of next meeting Future meeting dates to be discussed. There being no further business the meeting closed at 9.38 p.m.	AT / CA

(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