WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 21st December 2021
(virtual meeting using Teams)
commenced at 7.34 p.m.

Present: Caroline Ansell *(Chair*), Dawn Merriman *(PC*) Andy Taylor (*PC*), Andy Roberts (*County Councillor,)* Andrew Cross (PC), Mick Wright

Apologies: Paul Snookes, Roger Harris, Mike O' Sullivan

In attendance: No-one else in attendance

Item	Minute recorded	Action by
1.	**Apologies of absence** Noted and recorded. **Declarations of interest:** None Chair welcomed steering group committee members. DM agreed to take the minutes.	
2.	Minutes of the meeting held on the 23rd November 2021. Chair proposed they be adopted and all members agreed.	
3.	**Update re SWDPR/NP issues** A further meeting took place on 30/11/21 with WCC and CA (Chair) and AT attended. AT & CA advised the group of the discussions pertaining to the Significant Gap. It has been suggested that all the current the Significant Gap should remain other than those areas already developed. A further discussion is required with WCC & RCA present and this will be reported on at a future meeting. **AT** to action.	AT
4.	**Update from meeting with RCA** The committee were provided with a copy of the new quotation from RCA prior to the meeting. The NPSC reviewed the content of the quotation and suggested the following actions/amendments to the quotation. • Para 1 – CA/AT suggested this proposal does not include digitising of paper responses as this is no longer necessary.	

	• Para 2 - AT suggested the group get together to agree how this should be presented on behalf of WPC. **AT** to arrange future meeting - physical meeting desired, however it will be dependant on Covid restrictions. • Para 3 - New climate change policy- **AT** to check with RCA that this clause does not restrict us. • Para 4 – RCA to provide a 'refreshed' document, visibly appealing and easy to read. WPC to arrange for delivery of 'summary' to each household. • Para 5 – Assumes submission of plan is Summer of 2022 and assuming the significant gap remains the same as in the emerging SWDP 2019 Preferred Options. 2-3 meetings will be included to provide ongoing assistance and support with regard to Regulation 16 and also included any minor modifications not in excess of 3 hours work. • Document printing will be a cost to WPC. The NPSC agreed to accept the quotation, subject to the amendments including the change of the Parish Clerk's name. This will now be passed to WPC. **AT** to action	AT AT AT
5.	**Website** Although MOS was unable to attend the meeting he had sent a plan of recommendations to update the WPNP website. MOS posed the question Can WPC maintain it, or should we seek an independent company to maintain it? Maintaining it will take less time than bringing 'it' up to date. Remove all the documents on the existing WPNP website, retain the front page as landing platform with a re-direct to WC website Working group (AT/AC/MOS) agreed to bring NP website up to date in the New Year. AT to put date in diary for early/mid-January. (Subject to WPC agreement)	AT
6.	**Next Steps** **AT t**o arrange a further meeting in the new year to discuss the significant gap. Meeting to include RCA/WCC/Chair & AT. **AT** to provide updated quote to WPC at Parish Council meeting on 10 January 2022, to enable the application for further grant to be submitted to WCC	AT AT

	Subject to approval by the Parish Council. RCA will be instructed to continue as per their quotation. **AT** to action after 10th January.	AT
7.	**Any other business** None	
7.	**Date and time of future meeting** Date for next meeting – 7.30 p.m. 25th January 2022. The Chair wished members a Happy Christmas. There being no further business the meeting closed at 8.21 p.m.	

(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)
(RCA) RCA Regeneration Ltd (SG) Sian Griffiths (RCA) (JB) Joe Bennett (RCA)
(TG) Tracy Griffiths (WCC) (AS) Alistair Scott (WCC) (PC) Parish Councillor