WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 22nd February 2022
(virtual meeting using Teams)
commenced at 7.34 p.m.

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

Apologies: Paul Snookes, Roger Harris, Andy Roberts (*County Councillor,)* Andrew Cross *(PC),*

In attendance: No-one else in attendance

Item	Minute recorded	Action by
1.	**Apologies of absence** Noted and recorded. **Declarations of interest:** None Meeting commenced at 7.34 p.m. Chair welcomed steering group committee members present. DM agreed to take the minutes.	
2.	Minutes of the meeting held on the 21st January. Amendment made by MOS. Paragraph 3 Fourth line in paragraph - Remove 'in' insert 'be'. Chair proposed they be adopted with this amendment made. All members agreed and were approved.	
3.	**Update on NP Grant bid** WPC approved spend as present at the last WPC meeting 7th February 2022, however it must be spent by 31/3/22. RCA have confirmed they will get on with the deliverable work and will be completed before end of March at a cost of £3267.50, leaving £1,327.50 which will provide for Consultancy time up to value of 2.5 days after 31/3/22 for advice and support. .	
4.	**Update re RCA Activity** JB has been very busy on other activities and therefore limited time to look at WPC work, however he has allocated time for WPC work on his return from leave 7th March. Change format and review the WPNP document taking into consideration the outcome of the Significant/Local Gap.	AT

5.	**Website Transfer** AT confirmed a physical meeting was held, to go through mechanics of transferring the WPNP website from old site and onto the Parish Council website. A further meeting to be held with Parish Clerk present to discuss how to populate it. **AT** to arrange. With Andy/ Mike/ Andrew.	AT
6.	**Significant Gap /Local Gap** SWDP Significant Gap / Local Gap is still being considered and so until the position is clear no decisions can be made regarding the WPNP. **AT** to update at future meeting.	AT
7.	**Next Steps** The next 5 weeks AT will be working with RCA to enable the grant to be spent. To review WPNP and consider how we include Biodiversity & Climate Change into the policies.	
8.	**Any other business** None	
9.	**Date and time of future meetings** 22nd March 7.30 p.m. (**AT** to check for room at the Lyppard Hub to hold a physical meeting) (reminder **MW** to bring laptop to view mapping) 26th April (DM advised she will be unable to attend -consider who takes the minutes or 'record audio' for transcription at later date) Meeting at closed at 8.28.p.m.	AT / MW

(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
(SS) Sian Stroud (WCC)