**WARNDON PARISH COUNCIL**
**NEIGHBOURHOOD PLAN STEERING COMMITTEE**

Minutes of meeting held on Tuesday 23rd February 2021
(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, Roger Harris, Andrew Cross (PC ) Mike O' Sullivan

**Apologies:** Paul Snookes, Andy Roberts (County Councillor)

**In attendance**: no guests attended this meeting.

**Meeting Topic: Summary & Preparing for consultation**

| Item | Minute recorded | Action by |
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| **1.** | **Apologies of absence**<br>Sian Griffiths (RCA) sent apologies which was noted and recorded.<br><br>**Declarations of interest:** None | |
| **2.** | Confirmation/clarification of minutes<br><br>Following minutes were discussed:<br><br>25th February 2020 – subject to 2 changes this were accepted.<br>4th August 2020 – All agreed and were Approved<br><br>25th August – had been previously Approved, however a discussion took place re the management of the website and the transfer of documents to the WPC website.<br><br>28th September 2020 – Approved subject to amendments<br><br>15th October 2020 –<br><br>15th December 2020 – Approved subject to amendments<br><br>26th January 2021- Approved<br><br>All amendments to be made and sent to AT to upload onto website. | DM |
| | **Matters outstanding**<br>• Upload February minutes to WPNP website (minutes have been unavailable due to covid-19 lockdown).<br>• Review Plan and highlight any errors, omissions, and inconsistencies on a shared document (pending shared drive)<br>• Consider responsibility for WPNP website management | MW<br><br>ALL<br><br>AT/WPC |

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| | and whether this can be subsumed in WPC website.<br><br>• Landowners to be contacted (AT to formulate letter)<br>• Research whether further information should be included in the NP to prevent future nesting sites of seagulls on business parks.<br>• 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.<br>• Once the SWDPR is finalised Aug/Sept 2021. Need to check if WPNP is still in conformity. | AT<br><br>BB<br><br>BB/AT<br><br>AT |
| **3.** | **Update from SG**<br><br>SG confirmed she was working on the summary document, it was currently in its first draft but not formatted. The introduction should look visually attractive and include some photographs.<br><br>DM offered to work on the formatting of the document, using the NP branding and use a similar format to the Questionnaire. SG to provide document when completed.<br><br>AT to circulate SG's draft Deadline end of March.<br><br>SG had suggested the NPSC should continue to try to preserve the 'Local Gap'. Join forces Whittington PC who will also be affected by the loss of their 'Significant Gap'.<br><br>A discussion took place about overhauling the WPNP website. AT to look at how we can move the documents over to Parish Council website. WPNP Domain name to be retained – point to another location. AT & AC to discuss how to achieve this. | SG<br><br>AT<br><br>AT /AC |
| **4.** | **Preparing for the consultation**<br><br>Writing to the landowners (Owners of the Golf course/WCC /Persimmon/Taylor Wimpey) – AT /SG to discuss<br><br>Discussion took place on ways of marketing the consultation document:<br><br>• U-tube presentation that can be shared among various social media sites - Hub WVCG /WPC/St Nicholas Church and 'Nextdoor'<br><br>• Raise awareness by putting up strategically placed 'Banners' in the Parish.<br><br>• Paper copies/ deliveries to each household. | AT /SG |

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| | • Utilise Survey Monkey / Google forms<br>Discuss 'how we engage' at next Parish Council meeting. | AT |
| **5.** | **AOB**<br>DM confirmed she would be attending a CALC meeting, Andrew Ford – Senior Planning Officer from Wychavon DC would be providing a presentation on the SWDPR. DM to report at next meeting. | DM |
| **6.** | **Date and time of future meetings**<br>23rd March, 27th April, 25th May, 29th June, 27th July @ 7.30pm<br>There being no further business the meeting closed at 9.01 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

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