WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 25th January 2022
(virtual meeting using Teams)
commenced at 7.34 p.m.

Present: Caroline Ansell *(Chair*), Dawn Merriman *(PC*) Andy Taylor *(PC*), Andrew Cross *(PC),* Roger Harris, Mike O' Sullivan

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

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 7.33 p.m. Chair welcomed steering group committee members to the first meeting of 2022. DM agreed to take the minutes.	
2.	Minutes of the meeting held on the 21st December 2021 had been circulated prior to the meeting. AT advised of a small error in Point 4 bullet point 3 - remove the additional word 'does. Chair proposed they be adopted once this amendment is made and all members agreed.	
3.	**Update on NP Grant Bid** AT provided an update. RCA have provided a revised document as per discussions at our December meeting. On reviewing the bidding process with the Parish Clerk, AT was reminded that any grant bid for in this financial year is to spent before 31st March 2022. Currently there has been no confirmation from government that 'Neighbourhood Plan grant' will be available in 2022/23 financial year. This is due to delays in the government's budget allocation process, which is usually finalised in November. AT proposed that we apply for the full amount and hand back any unspent grant, since at this point, with work ongoing with the SWDP we do not know how much work will be completed by 31st March.	

	CA asked if all members agreed with the approach. All agreed. **AT to apply for bid working with the Parish Clerk.**	AT
4.	**Website Transfer** AT advised there had been no progress due to difficulties in co-ordinating a date with all members of working party. Deferred to February. Agreed MOS/AC/AT to attend 'working group meeting' via Zoom. **AT to arrange**. The Parish Clerk has confirmed she is in agreement with integration of the NP website onto the WPC website. Once transfer has been completed there would be minimal administration work. ie monthly uploading of minutes etc MOS suggested that the Timeline needed to be updated and include future target dates, along with the historical actions. **AT to review Timeline so this info can be updated.**	AT AT
5.	**Next steps** Discussions took place regarding identifying either the 'Local Gap' or the 'Significant Gap' in the WPNP. MOS suggested WPC should be guided by the NPSC but have the final approval. AT/CA to discuss again with WCC. Item to be added to future Agenda. **AT to provide more information.**	AT
6.	**Any other business.** None	
7.	**Date and time of future meetings** 22nd February 7.30 p.m. 22nd March 7.30 p.m. Meeting at closed at 8.36 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