WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 26th January 2021
(virtual meeting using Teams)
commenced at 7.40 p.m.

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

Apologies: Paul Snookes, Mike O'Sullivan

In attendance: Sian Griffiths (RCA)

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Meeting Topic: Next Steps

Item	Minute recorded	Action by
1.	**Apologies of absence** noted and recorded. **Declarations of interest:** None	
2.	**Introduction to Sian Griffiths (RCA**) -SG provided some background to herself and the company she works for and was interested to see how much work the NPSC had already done on the NP and looked forward to working with the group	
	Matters outstanding • Upload February minutes to WPNP website (minutes have been 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. • Once the SWDPR is finalised Aug/Sept 2021. Need to check if WPNP is still in conformity.	MW ALL AT/WPC AT BB BB/AT AT

3.	**Minutes of previous meetings**. It was decided to defer approval of the outstanding minutes to the February meeting. In the meant time AT & DM would meet to finalise them. These will be circulated to the NPSC prior the next meeting for any comments. Mins outstanding 15/12/20, 15/10/20, 28/9/20, 25/8/20, 4/8/20, 25/2/20.	DM/AT
4.	**Updates** **NP Grant** AT advised subject to approval at next PC meeting he would propose any expenditure for the rest of the financial year will be paid out of the PC funds and a NP grant claim made in the new financial year. **Meeting with WCC** CA & AT met virtually with BB & CB (WCC) to discuss the SWDP. Local Gap is in conformity with current SWDP but may not comply with the revised SWDP. SG advised that NPSC should continue to push for what we want. Make a good case to convince the inspector. The finalised SWDPR is expected to be finalised Aug/Sept. Need to check if WPNP is still in conformity. **Summarising the Draft NP** SG suggested the summary document should be straightforward and understandable and not over complicated with too many questions to encourage resident's response. SG to provide summary document. **Final amendments to the final draft NP** AT advised that CB had suggested no changes. Some final amendments still outstanding. Take into account comments from MOS. SG to provide comments and share with the group before the next meeting. NPSC need to consider how we are going to carry out the consultation. **Timescales for the rest of the NP process** AT suggested following timescales • End of March 21 - summary document completed. • April – print and deliver to every household. • May – Aug capture feedback. • 6-8 week consultation • Examined by inspector • Aim is to have WPNP Referendum tied into May 2022 elections	AT AT SG SG All

	AT stressed the need to keep in alignment with the SWDP. WCC workload may affect progress of WPNP as staff will also be managing SWDP consultation.	
5.	**AOB** None	
6.	**Date and time of future meetings** AT to arrange meeting with RCA on 1st Feb to bring SG up to speed on the NP. Agreed monthly meetings would still be held virtually for the foreseeable future. The following dates were proposed and agreed. 23rd February, 23rd March, 27th April, 25th May, 29th June, 27th July. Commencing at 7.30 pm. There being no further business the meeting closed at 8.45 p.m.	AT

(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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