WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 26th May 2020 (virtual meeting using Zoom) commenced at 7.30 p.m.

Present: Caroline Ansell (Chair), Roger Harris, Dawn Merriman (PC), Mike O'Sullivan, Katie Parsons, Andy Roberts (County Councillor), Andy Taylor (PC)

Apologies: Andrew Cross (PC), Paul Snookes, Mick Wright

In attendance: Susan Howell (note-taker)

Meeting Topic: Retail and Community Paper

Item	Minute recorded	Action by
1	Apologies of absence noted and recorded. Declarations of interest: None	
2	Minutes of the meeting on 12th May 2020 were approved.	
3	**Matters outstanding** • Upload February minutes to WPNP website (minutes currently 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. • Forward meeting minutes, comments, and other outstanding matters to BPA • Employment Paper, First policy, Retention of Existing (and allocated) employment sites - review d) and e) wording with BPA.	MW ALL AT/ WPC AT KP

4	**Review of Retail and Community Paper** • General comments: document needs to be more coherent, joined up and consistency checked. This is work in progress and AT will discuss with BPA. • Paragraph 1.3: 'Ankerage Green, known locally as the Lyppard Centre' should say 'Lyppard Grange Shopping Centre, formerly know as the Ankerage Green Shopping Centre'. Clarify Costa Coffee is within Tesco and can only be accessed via the store, Timpsons is outside/adjoining. • Paragraph 1.4: …dental surgery which is classed as a non-residential use', should say residential institution. • Paragraph 1.4: lacks clarity about class use, notably what do D1 and D2 mean by community facilities? Table incorrect. • Paragraph 1.5:….and restaurant the Lyppard Grange. Insert comma before Lyppard or use brackets. • Paragraph 1.7: Should refer to Brindley Road shopping centre. Table doesn't add up. • Paragraph 1.8: car parks are not paid for parking but time limited parking with ANPR cameras. • Paragraph 1.14: Confirmed that Tesco site should be protected for retail site. Review maps above 1.14 with BPA, do they reflect what is in the SWDP? Need to capture, somewhere in the document, that the area is enhanced by the current look of Tesco and add an extra item to the policies regarding intensification of existing sites to cover this. • Paragraph 1.16: …nursery where ranked.. should be were • Paragraph 1.17… community were.. should be was • Throughout document: inconsistency in referring to area, should be Warndon Parish, not Warndon. • Paragraph 1.24 A) too vague. Add in intensification of existing uses. Do we want to split retail and non-retail policies? • Paragraph 1.24 C) Is it appropriate to refer to residential area on its own, or should this be residential, business and employment? The document deals with Employment under Employment policies, which includes shops. It would read better if it referred to applications for a new shop outside of a designated retail area; if this happened to be in an employment zone, the relevant policies would apply. Ask BPA what is meant by a neighbourhood shop in the residential area, is this deliberate? • Paragraph 1.27: Wood Green should be one word -Woodgreen • Paragraph 1.42: Need to include St Richard's Hospice in the Figure and Appendices as part of the grounds are included in Warndon Parish and any future building developments could grow into the parish. • Paragraph 1.42: update map • Paragraph 1.42 Community Facilities Policy needs wholescale review, as too vague and open to interpretation. KP to agree technical aspects with BPA.	AT AT KP/BPA

5	**Other business** CA will organise a subgroup meeting with AT and RH, to consider Important Views criteria, in advance of next NPSC meeting.	CA, AT, RH
6	**Date and time of next meetings** Virtual platform or venue to be agreed ***Tuesday 7.30 p.m., 9th June 2020: Important views***. ***Tuesday 7.30 p.m., 23rd June 2020: Revisit residents' survey*** There being no further business, the meeting closed at 9.03 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