WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 26th October 2021
(virtual meeting using Teams)
commenced at 7.35 p.m.

Present: Caroline Ansell *(Chair*), Dawn Merriman *(PC*) Andy Taylor (*PC*)
Mick Wright, Andy Roberts (*County Councillor)*

Apologies: Paul Snookes Andrew Cross (PC) Roger Harris, Mike O' Sullivan

In attendance: No-one else in attendance

Meeting Topic: Feedback from meeting with WCC

Item	Minute recorded	Action by
1.	**Apologies of absence** Noted and recorded. **Declarations of interest:** None Chair welcomed steering group committee members. DM agreed to take the minutes.	
2.	Minutes of the meeting held on the 28th September were approved.	
3.	**Feedback from WCC** AT provided an update from WCC following the meeting on 21st October 2021. WCC confirmed SWDPR will not published until July 2022. **Issues** Feedback was that Local Gaps would be tolerated if proposed.	
3.1	The committee members present questioned how soon WCC would be able to realistically advise the NPSC on the direction/content of the SWDPR, to enable the work on the WPNP to be completed and not be in conflict with the SWDPR. CB advised he would seek approval from management, regarding what information he would be able to divulge.	

	AT suggested another meeting be arranged with WCC in maybe 4 weeks, dependant if WCC are in a position to provide more information by this time. Also need to take into consideration how 'Climate change' may affect the WPNP and so not to conflict with SWDPR.	
3.2	AS (WCC) undertook the 'Screening' of the WPNP and did not identify any issues.	
4.	**Neighbourhood Plan consultation responses-key issues** AT confirmed that the Chair (CA) and 2 members of the WPSC (DM/ AT) met on 25.10.21 to discuss the way to proceed with the REG 14 Consultation responses. CA suggested that RCA should be given the responsibility to capture all the comments made and produce a report. This report could then be reviewed at a future meeting by the NPSC and agree, if there are to be any changes to the Draft WPNP. AT to speak to RCA to request a formal quote for this work. AT confirmed the 'Grant' monies had increased to £4.6K due to Covid and that this could be used to cover this additional work. It was also suggested that any remaining grant could be used to enhance the final document. DM agreed to look at the draft plan, to see how the layout and formatting could be improved. During the discussions a query was raised about how many paper copies of the WPNP are needed. AT to seek information from RCA. MW suggested that the minimum number of hard copies be produced, but with the document copied onto memory sticks enabling people to view on screen and save on printing costs. AT to talk to SG to see what work RCA can assist with and provide cost. JB (RCA) to facilitate a meeting, to discuss the Significant Gap and provide a professional opinion and support the update to the draft WPNP. Dependant on the outcome of the discussions with WCC on the 'Significant Gap/Local Gap' certain policies/maps may need to be updated and this could incur further costs. The 'final' document will need to be reviewed, due to the period of time since the original document was drafted, to ensure any updates made have been applied throughout the	AT AT AT

	document. RCA to be tasked with this and give their final approval. There will be an additional cost for this work. AT advised that at present the budget set aside by the WPC for the work on the WPNP remained unspent and once costs had been identified this could be ear-marked and carried forward to 2022/23 financial year. AT – to report status back to WPC.	AT
5.	**Next Steps** Next meeting with WCC (CB & BB) provisional date is 18th November 2021.	
6.	**Any other business** None	
7.	**Date and time of future meeting** Future meetings – Continue with Teams unless necessary to meet in person. AR – not available on 30/11. Proposed the meeting could be brought forward to the 23/11. Date to be confirmed. 21st December 2021- *provisional* date There being no further business the meeting closed at 8.20 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 (RCA) (JB) Joe Bennett (RCA)
(TG) Tracy Griffiths (WCC) (AS) Alistair Scott (WCC)