WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 27th April 2021
(virtual meeting using Teams)
commenced at 7.36 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 Andy Roberts (County Councillor)

(Roger Harris left the meeting at 8.30 p.m.)

Apologies: Paul Snookes

In attendance: No-one else in attendance.

Meeting Topic: Delivery Summary Document

Item	Minute recorded	Action by
1.	**Apologies of absence** Noted and recorded. **Declarations of interest:** None	
2.	Confirmation of minutes – none to approve Minutes from March to be approved at May meeting.	DM
3.	**Matters outstanding** • 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.	ALL AT/WPC AT BB BB/AT AT

4.	**Neighbourhood Plan Summary Document** Chair confirmed the Summary document had now been completed and was with the printer. The Chair thanked everyone for their tremendous input. AT confirmed he had checked the 'proof' document and had taken into consideration the suggested grammatical amendment, however due to time pressures and an impending bank holiday took the decision to proceed, so as not to delay the printing of the document. AT confirmed the print run was expected to be ready by Fri 30.4.21 for distribution to all households in the parish from Mon 10th May onwards. AT to liaise with the Printers for delivery of printed booklets. DM suggested that the amendment could be made on the online version of the document, as formatting of the website was still to be finalised. **Distribution of Summary Document** Discussions took place on distribution of the NP Summary document. All agreed to use volunteers for distribution, which included the foodbank volunteers and others who had been involved in delivering the Parish Newsletter earlier in the year. AT appealed to committee members as to who would be in a position to assist with delivery of the 'document'. AR/ RH/ AC/ CA/ DM and AT all confirmed their availability and willingness to assist. AC agreed to provide a map of areas to be delivered. Foodbank deliverers North & South DM to collate list of volunteers to pass to AC. DM suggested that it maybe difficult to get support from volunteers with the tight delivery window of 2 days, 10th & 11th May especially as these are two mid-week days. AT & AC to collate distribution and deliver documents out to volunteers. AT confirmed both the Lyppard Hub (now open) & Tesco had agreed to host the NP 'post boxes' for collecting the completed 'paper' copies of the summary 'Questionnaires'.	AT DM AT AT/AC

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	AT to make arrangements for 'post boxes' to be put in situ at these locations on the 10th May.	AT
	AT suggested the post boxes would need to be monitored and emptied regularly during the 6-week consultation period and asked if there were any volunteers who could assist. RH & CA volunteered. AT to liaise with RH & CA to draw up a rota.	AT/RH/CA
	AT advised that having contacted RCA they confirmed they had some capacity to cope with inputting of data to capture the feedback from the Questionnaires 'hard' copy, however should there be a large number of Questionnaires returned in this format, then there maybe the need for RCA to apply a charge. In which case RCA would provide a quote to cover the cost for additional time devoted to the data capture of the Questionnaires. This cost would need to be approved by the Parish Council.	
	Website AC shared 'on screen' with members of the committee the proposed Questionnaire website hosted by RCA. Discussions took place on how the layout could be improved. AT requested a copy of the PC Logo to pass to RCA for uploading to the website. DM to liaise with AT	DM
	• AR queried the wording of the NP 'Vision'. AT agreed this should be reviewed following the end of the consultation period. • Links to the full 'Summary document' needs to be more dominant on the page. • MOS suggested it would be clearer if the side-by-side presentation of the questionnaire was changed to scrolling down the page and insert the link in between. AT to discuss with RCA. • DM suggested if people do not see the physical copy and pick up the link through social media sites 'Nextdoor', 'WPC' & 'WVCG'. Then it may be appropriate to add some text as introduction to the on-line questionnaire similar to the hard copy.	
	CA / AT and DM discuss with SG about what we include on the website link. AT to contact SG to arrange online chat. AT appealed for everyone to view the website following the meeting and suggest any further amendments before meeting with RCA.	CA/AT/DM/ SG

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	Landowner's consultation AT advised individual contacts of various landowners had now been confirmed with assistance of Parish Cllr Norfolk. Contact names have also been passed to WCC to aid the transfer of unadopted land in the parish. AT to send letter via email to landowner in next 2 weeks prior to consultation going live.	AT
5.	**AOB** None	
6.	**Date and time of future meetings** May 25th - It is likely there will be some feedback circulated via email, once the Consultation period has commenced and it will be agreed, if there is a need to hold this meeting. 25th May, 29th June, 27th July @ 7.30pm There being no further business the meeting closed at 8.55 p.m.	

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(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