WARNDON PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING COMMITTEE

Minutes of meeting held on Tuesday 28th September 2020
(virtual meeting using Zoom)
commenced at 7.30 p.m.

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

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

In attendance: Becky Burridge (BPA)

Meeting Topic: Employment / Retail / Community facilities

Item	Minute recorded	Action by
1	Apologies of absence noted and recorded. Declarations of interest: None	
2	Minutes of the meeting on 25th August 2020 were approved. AT to upload to NP website.	AT
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. • Employment Paper, First policy, Retention of Existing (and allocated) employment sites - review d) and e) wording with BPA taking into consideration the new 'uses' directive. • 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.	MW ALL AT/WPC KP AT BB BB/AT

4	Natural Env. – mapping approved BB to update in document	
	Parcel of land by the M5 – BB found the details and now included.	BB
	AT & BB met with City Council Planning Officer (C Beames) and expressed their concern regarding the exclusion of the Significant Gap from the SWDPR. BB still awaiting an update.	BB
	Green Route for Active Travel - BB to include in the document.	BB
	AT & BB confirmed Great Crested Newt information has now been included.	BB
	Community Infrastructure Levy (CIL) Further discussion took place regarding areas/projects CIL could fund should the parish be in awarded future CIL monies. BB shared her screen and the group reviewed the results from the Questionnaires. *It was agreed that a pedestrian crossing in Berkeley Way (near to Worcester Bosch/Three Pears) to be included to provide safe access to the Business park.*	
	BB explained the 'change of use' directive – as from 1/9/20 the government have removed the need to apply for change of use for business premises. This has been introduced to help the 'High St.'	
	For instance, B1 use 'office' is now E class - No need for a planning application for change of use. Although this legislation is currently being challenged by 'Right:Community:Action' group who are demanding a judicial review.	
	BB confirmed she had now made all the changes to the NP document which the committee discussed during her period of 'furlough'.	
	KP suggested circulating unit occupier/ old use class /new use class – to verify.	
	KP suggested 'should the NP reflect more of the City Policy?'. A discussion took place around the policy fitting with the SWDPR and reflect similar percentages for usage at Berkeley Court and Lyppard retail sites. All agreed. • 50% was the correct level. • Differentiate between the two local shopping facilities. 'Local Shopping policy' • Add to the list to demonstrate Support. • Part B list the facilities that are valued – welcome new one, as long as they do not cause a problem to the community.	BB

5	**Any other business** **Planning for the future** - following departure of BB from BPA. • Suggest setting up a Google Doc for holding info from BB • Wendy (BPA) to back up all docs/ information onto a cloud database. • Consider what support is available to assist with completion of WPNP.	
6	There being no further business the meeting closed at 9.37 p.m. **Date and time of next meetings** Thursday 15th October at 7.30 p.m. **Topic**: Employment policy	

(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