

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 8th January 2019, 7.30pm
Held at St Margaret's Church Rooms

Present: Tracie Ball (Finance) Bob Grainger (Housing), Clare Malyon (Built Environment & Natural Environment), Jock Rainey (chair, SG, by invitation), Dave Smith (Infrastructure & Economy), Gillian Waddilove (secretary), Tim Willis (Project Manager & CG Chair).

1. **Apologies:** Jessica Ramsay (Comms & Engagement, Community Sports & Leisure),

This was an extra, informal meeting so minutes of previous meeting were left to next meeting.

TW outlined an agenda: TB - budget update;

CM/RG - site assessments etc;

DS – business questionnaire;

RG - Vision & Objectives.

2. **Vision & Objectives:** RG explained that he needs objectives to write to, so has adapted from the Napton Plan. He suggests we put a draft to the next SG. GW offered to draft vision & objectives and to circulate to the CG members for comment and refinement.

GW
1/2/2019

3. **Budget for 2019/2020, spend for 2018/19:** TB has told the PC that we will spend all the grant monies received, by 31st March 2019. JRa needs to book event venues and publicity material. Among items not budgeted for in 2018/19, but now needed, are maps to the requirements of APS for site assessment logging. RG estimates £250 for those; TB will reserve that amount from the monies allocated by the PC for NDP use. TB / DS need to clarify whether printing costs for the business questionnaire are included in the quote. NP of APS will do forward invoicing for all the days quoted for in the grant application. For the SG meeting, TB will prepare a basic guide to the spend to 31st March and the budget requested for 2019/20.

JRa / TW
14/01/2019

Of the £2,300 allocated by the PC from the 2018/19 budget, TB has told the PC that we aim to use £800 of that, handing back £1,500. She has requested a budget of £1,500 for 2019/20.

DS / TB
14/01/2019
TB
30/01/2019

TB has spoken to Locality about the possibility of grant funding for extra technical support – she has been assured that we could have around £3,000 for this purpose, because we will be allocating more housing than proposed in the Rugby Local Plan.

TB will brief JR on finance before she goes on holiday on 7th February.

TB/JR
5/02/19

4. **Site assessments etc: RG /CM: (i)** Parish Councillors have requested that we name as LGS (Local Green Space) the open spaces currently listed ancient monuments between the Old Priory and the houses on Meadow Road / Hawthorn Close and we agree RG/CM should add this to the list of assessments to be done.

RG/CM
12/1/19
CM 12/1/19

(ii) CM will chart the work on assessments for Neil Pearce, instruct him to do this extra one and the housing ones, and copy TW & TB in for project/ financial control.

(iii) RG has asked whether RBC could provide black & white line drawing maps as per APS' request. This will be possible.

(iv) RG/CM will include site 33 in the list for safeguarding for a possible extension of the school.

(v) RG/CM will include site 14a for extension of cemetery, following a request from Wolston Brandon & Bretford Joint Burial Committee (WBBJBC), and will ask that WBBJBC pay any extra cost arising.

RG/CM
20/1/19

(vi) The list of 50+ sites needs updating before we go public with it.

- (vii) Do we need to do a site assessment of the Baptist Burial Ground?
- (viii) **We agree that RG / CM should ask RBC to provide the maps required as soon as the site assessments are completed.** Costs not included in current budget, but can be included in the £800 of the PC allocation. TB must be informed of costs estimated and incurred. RG/CM
25/1/19
5. **Business Questionnaire:** DS/ CM need to check the original quotation to see if cost of printing is included – if not, TB should be advised. Then DS will commission that work. CG members will assist with delivery and collection of the questionnaires. DS /CM
18/1/19
6. **Website development:** GW needs some help with material for the site. She will ask JRa to meet, & CM will help too. Sources for more photos were suggested. GW /JRa
11/1/19
7. **Suggested Local ‘Call for Sites’:** It has been suggested that we ask for this to be carried out. JR suggested it would be a good topic to ask the SG to decide upon. WE need to consider what our view is, to determine what we are asking the SG to decide. **What makes us think we should do a local ‘Call for Sites’?** It is 2½ years since one was carried out by RBC. If there are sites to come forward, we need to know before drafting our plan gets much further. **Why should we NOT do one?** RBC will be due to do one within the next year – it would be awkward if we have a draft plan, then RBC carries out a ‘Call for Sites’ and extra sites are identified which we have not considered. TW proposes that RG & CM progress getting RBC to quote for doing the assessments for us, with RG /CM adapting the standard RBC documents to make specific to Wolston. There may be a cost implication in us needing to do further site assessments if RBC does not do them. RG/ CM
25/1/19
- RG will report to us at the next CG, which will be before the SG in February. RG 29/1/19
8. **RBC Officer responsible for assisting PCs working on NDPlans is available to visit us – do we want to invite Sophie Leeming and a colleague to a meeting?** We agree to invite them to a SG meeting in March or April. RG 31/1/19
9. **Dates of next meetings:**
CG: Tuesday, 29th January 7pm, in the Parish Office, if available. GW check
SG: Tuesday, 12th February 7.30pm in the St Margaret’s Church Rooms. 11/1/19
Next PC is on Thursday 7th February 2019.