

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 20th January 2018, 10am
Held in the Parish Council office at the Baptist Church

		Action
1.	Present: Jock Rainey (chair), Tim Willis (vice-chair), Tracie Ball (Finance), Bob Grainger (technical), Dave Smith, Clare Malyon, Jessica Ramsay, Gillian Waddilove (secretary).	
2.	Minutes of the last CG meeting: (20 th November 2017) were agreed as a correct record and signed. Notes of the extraordinary meeting on 16 th December will be circulated and presented for signature next time.	
3.	Questionnaire: JRa reported 582 completed and returned. Data processing to wait until grant application accepted.	
4.	Budget for 2018/19: TB reported that the budget for 2018/19 and final spend 2017/18 submitted and agreed by the Parish Council. It has been agreed that the budget information we provide will be formatted by the PC's responsible finance officer, (clerk Maria Meade) so that our finance officer does not have to re-format each time. TB will forward the expenditure for 2017/18 to the PC clerk today.	
5.	Progress on the Project Plan: TW reported that the grant application for funding our work in February and March 2018 is on track for completion 22/1/2018. RG is awaiting figures from Simon Purfield of Stratford DC. JRa has emailed SP to make contact on 22//2017, and TW will chase this. The updated Project Plan will be circulated after this meeting. CG members not part of the grant application discussions are asked particularly to study the Project Plan and check that their working group budgets fit with the revisions.	
6.	Working Group Reports: (i) Finance and Process: TB will liaise with the PC clerk to ensure no surprises re our financial position. (ii) Housing: The CG notes that the Housing wg is considering sites within or close to the edge of the village boundary. Re proposed change of working group name – the CG will consider this as an agenda item at a future meeting. (iii) Communications & Engagement: nothing further to above report on questionnaire. (iv) Employment & Business – CM is obtaining a quote for the business questionnaire. She has identified at least 125 businesses in the village. (v) Environment –CM has spoken to NP of APS about carrying out some of the work in this area. CG asks CM to bring a 'needs analysis' to us for her work on both WGs, which will also highlight the need for more volunteers.	

	(vi) Infrastructure –Cllr Dave Smith reported as attached.	
7.	SG Agenda for meeting on 13th February: <ul style="list-style-type: none"> • Will be in the currently agreed format. GW will give a summary of the meeting with the PC on 25th January. • 	GW to prep 5/10/2017
8.	PC Joint Meeting with CG 25th January: The agenda will be led by TW. A draft will be circulated after this meeting. Cg members are to contact TW if they wish for articular subjects to be raised. GW will take notes of the meeting.	
9.	From PC's last meeting, for PC's next meeting: we are grateful that the draft PC minutes will be shared with our chair as soon as they are available, and we hope this will reduce misunderstandings.	
10.	Any other business: RG: i. Grant – quality of application is important, so RG needs all agreed minutes to post on the website. ii. A synopsis of our current position of work on the NP is needed for the website – RG will circulate a draft for comment. iii. In the grant guidance notes there is a list of items for which a technical support grant could be available – WG leads are asked to consider this list and their work plan to make the most of any future tech grant application.	
11.	Next Meetings: CG 18 th February, 24 th March 10am in Parish Office; SG Tuesdays 7.30pm, 13 th February, 13 th March, 10 th April in St Margaret's Church Rooms.	
	The meeting closed at 11.30am.	