

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 28th April 2018, 10am
Held in the Parish Council office at the Baptist Church

Action

Present: Jock Rainey (chair), Tim Willis (vice-chair), Tracie Ball (Finance), Bob Grainger (Housing), , Clare Malyon (Employment & Business & Environment), Dave Smith (Infrastructure), Gillian Waddilove (secretary); Jock Rainey chaired this meeting.

1. **Apologies:** Jessica Ramsay (Communications & Engagement)
Minutes of the last CG meeting:
Minutes for meeting 28th March were not available, so agreement will be required at next meeting.
2. **Questionnaire:** no actions required at present. The results document has been posted on the village web site and circulated to our mailing list.
3. **Grant Application 2018/2019:**
 - c) Agree roles, responsibilities and time scale for grant submission: TW proposed and the CG agreed, that grant applications for the current year are to be led by Tracie Ball, Finance, assisted by Neil Pearce of APS. Funding of this work by APS needs to be clarified.
 - a) Items for inclusion: TB needs to discuss with APS and TW (project manager) to agree the list of tasks to be undertaken and the funding required, within the deadlines and rules for grant application.
 - b) Locality / Groundworks funding: TB will check with TW and APS on timing for expression of interest and timescale for grant submission.
4. **Progress on the project plan – items for May:**
 - a) Site assessments for potential allocations: the list prepared by RG, CM and DS was presented. We agree that this list should now be reviewed by APS. TW suggests that we ask NP to come to Wolston for this review. We agree to this, invite as many of the CG to attend as possible, and ask TB/ TW to arrange the meeting to suit as many as possible. A Saturday morning is probably best, and we will hope to use the meeting room on the ground floor at the Baptist Chapel. RG has incorporated some comments since the list was drawn up; we ask all CG members to make any comments on the version RG will circulate shortly, which will then be the final version for consideration by NP of APS. JR asked whether the wg leads viewed any site allocations as potentially contentious in the village community, and it was agreed there are some. TW asked that the phrase ‘Community Right to Bid’ be used to replace / explain ‘Asset of Community Value’ as this describes better the process that would follow if a landowner wanted to develop or sell a site so designated.
 - b – e): produce 1st draft of content for NP policies and ensuing actions: TW congratulated wg leads on the work that has resulted in the list of potential allocations and pointed out that this is a very busy time for development of the NP and we need to involve our consultant to a much greater degree than previously. All these items will be progressed in consultation with APS.
5. **Working Group reports:**
 - a) **Finance:** TB has had no requests for spending in April; she will circulate budget allocations as agreed for the current year, and will concentrate on getting started on the grant application. JR asked that TB monitor carefully any proposed spend against budget, to avoid problems.
 - b) **Housing:** RG reported involvement with drawing up the site allocations list, but no other work to report.
 - c) **Communications and Engagement:** a report will be circulated. The CG agrees that the Communications and Engagement working group will lead on promoting village involvement in sourcing images for use in consultations and in the draft NP. TW reminded us of the email he received from a Kineton parish councillor, citing Wolston’s questionnaire as covering all the ground a similar sized parish will need to consider.
 - d) **Employment and Economy:** CM asked that Finance wg move on with obtaining quotations for a business questionnaire, using a template that APS will provide.
 - e) **Environment:** work on the list as above.

f) Infrastructure: progress on the list.

6. **Steering Group agenda:** For the Open Forum, TB suggested that we consider inviting Richard Allanach, who has been following closely the Rugby Local Plan public forum part of the inspection, to talk to a SG meeting; we agree that this might work, but we need more information about RA's credentials and areas of interest. GW will circulate an extract of RA's comment on the final day to CG members. TB
7. **Parish Council:** TW will prepare a highlight report in time for our SG meeting on 8th May, which will go to the scheduled PC meeting on 10th May. TW will ask to defer the item on the NDP which appears on the agenda for an extra PC meeting now called for 3rd May.
8. **Any other business:**
a) Brandon and Bretford NP: CG members had read the plan which is out for consultation. TW declared an interest as a statutory consultee through his employment; JR declared an interest as his daughter lives in the parish's area; TB declared an interest as treasurer for the Brandon Club.
We commend the efforts of the Brandon and Bretford PC in producing their NDP within a short time scale. We have no particular comments to offer.
b)
9. **Next Meetings:**
SG 8th May 7.30pm in the Church Rooms, St Margaret's church; CG Saturday 26th May 10am in Parish Office; PC 7th June 2018.

The meeting closed at