

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 19th May 2018, 9:30am
Held in the Parish Council office at the Baptist Church

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

1. **Apologies:** Dave Smith (Infrastructure), Jock Rainey (chair)

Minutes of the last CG meeting:

Minutes for the meeting of 28th April were agreed as a correct record and signed.

(continued) Minutes for meeting 28th March were not available, so agreement will be required at next meeting.

TB
25/5/2018

2. **Working Group reports:**

a) **Finance:** TB reports no change. She is meeting NP with TW on Wednesday evening 23rd May, to move on with grant and technical support funding. Any wg lead needing further budget allocations, please contact TB before then. TW hopes that NP will take the lead on this. TB will liaise with JRa on current budget for Comms & Engagement.

All wg
leads by
22/5/2018

b) **Housing:** Reviewed and commented on the 'List of sites to be considered for Site Assessment'; Ongoing: Reviewing Claverdon NDP and considering potential Housing Policies and interfaces with other WGs.

Discussion of the second item above led to a proposal that we re-align working group areas to cover the following:

Housing, Economy and Infrastructure, The Natural Environment, The Built Environment, Community, Sports and Leisure

CM likes the layout of the Claverdon NP, but a re-alignment to match would leave her with two large areas of work, and this is not feasible. CM would like to concentrate on Natural Environment and Built Environment, so we would need additional people to merge Economy and Business with Infrastructure. TW will discuss this matter with NP on 23rd May. Some additional names were suggested and TW will talk about this matter with Dave Smith, and with those suggested to help.

TW/TB
23/5/18

Under this proposal, JRa would pick up Sports and Leisure to go with Community Engagement, and TB would help with that WG.

c) **Communications and Engagement:** Increasing engagement: actively seeking new team members across all NDP working groups; teaming up with the WI photographic competition in October. (report attached) JRa will bring the Mood cards completed recently to the next SG to promote discussion in Open Forum. The Avon Grapevine article is asking for help. For the website, we need something very transparent and community focussed. CM suggested having a designer to produce 'a look' which might include website design. NP is to be consulted on this. TB suggests JRa pin a 'Mood Card' to the NDP Facebook page.

TW/TB
23/5/18

d) **Employment and Economy:** Waiting confirmation of grant support (technical) to fund employment questionnaire

e) **Environment:** Polices now being drafted as follows for CG comment at later date

f) **Infrastructure:** error in communication – GW didn't request update from DS.

On working groups in general, please inform GW of dates of WG meetings. GW will redo the Key Dates chart. We considered days of the week when we could hold CG meetings, other than Saturday morning, and agreed to try meeting on Tuesday evenings, if that suits Dave Smith too.

GW
21/5/18

3. **Progress on the project plan:**

TW had a chat with NP in the process of setting a date for a meeting. Re SEAs, NP thinks we will not need the full assessments. We probably have to continue with the screening study to have the evidence as to why we do not need SEAs. This would mean that there would be adjustments to some target dates, that otherwise will show slippage.

JRa feels that the list of potential site allocations should be made public well before any public in-map exercise, to allow time to promote conversation on this. TB suggests leading on our approach to conserving green space.

4. **Any other business:**

a) We need a meeting to hear reports back from the meeting of TW & TB with NP. We agreed to meet on Friday 25th May, 6.30pm in the Rose and Crown. TB will arrange to reserve a space towards the back.

All CG

5. **Next Meetings:**

GW will circulate a new Key Meeting Dates list, for the next 6 months.

SG 12th June 7.30pm in the Church Rooms, St Margaret's church;

CG Friday 25th May 6.30pm Rose and Crown & 26th June instead of 23rd June, 7.30pm, venue to be agreed;

PC 7th June 2018.

GW

21/5/18

The meeting closed at 10.29am