

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 26th June 2018, 7pm
Held in the Rose and Crown, Main Street.

Present: Tim Willis (acting-chair), Tracie Ball (Finance), Clare Malyon (Employment & Business & Environment), Gillian Waddilove (secretary); Dave Smith (Infrastructure)

1. **Apologies:** Jock Rainey (chair) Bob Grainger (Housing), Jessica Ramsay (Comms & Engagement, Community Sports & Leisure)
Minutes of the meeting held on 19th May 2018 were circulated and accepted as a true record.
Minutes of the meeting on 25th May were circulated and accepted as a true record.
2. **Progress on Project Plan:** Tim Willis, Project Manager, is waiting for grant submission to update various aspects of the Project Plan. The skeleton draft plan is being filled as working group leads produce draft policies. There is a need to wait for the grant to be approved and paid before commissioning any outside work.
3. **Revision of Terms of Reference:** GW circulated the final version of the ToR. RG has had a brief look at the changes necessary to change the roles of the Steering Group and Co-ordination Group as described at the Steering Group meeting on 12th June 2018, and GW is to circulate that version. CG members are asked to comment using 'track changes' by Tuesday 3rd July; RG is asked to comment, adjust, and re-circulate so that by Friday 6th July we have a version that we can propose to the next SG. This is currently planned for 10th July; as this will be the day of the first of the semi-finals in the World Cup (football) tournament we agreed to move this meeting to Tuesday 17th July. GW will ask whether the Church Rooms will be available that evening, and will notify all SG members and those on the mailing list as soon as possible. GW will ask JRa to change the poster on Facebook as soon as possible, once the venue is agreed, and also to put a flyer across any posters on noticeboards around the village.
4. **Working Group Reports:** arising from the changes proposed to our working group structure, we agree that in future, we will divide these reports into Project Support Groups – Communications & Engagement and Finance – and working groups – Infrastructure & Economy, Housing, Natural Environment, Built Environment, Community, Sports & Leisure.
Finance: TB has received a quotation from Simon Purfield for preparing and analysing a business questionnaire; this needs work by TB with CM and DS before the grant application can be submitted. TB then needs to make an appointment with the PC Clerk to complete the grant application.
Housing: RG's report is attached.
Communications & Engagement: JRa's report is attached.
Infrastructure & Economy: the handover to Dave Smith as wg leader is progressing.
Natural Environment: / Built Environment: CM has posted draft policies to the Facebook group, and TW will load these into the skeleton draft plan.
5. **Dates of next meetings:**
CG: Tuesday 24th July, 7pm, in the Half Moon if available. (CM will check)
SG: Tuesday 17th July 7.30pm in the St Margaret's Church Rooms if available
Next PC is on Thursday 5th July.
6. The meeting closed at 8.00 pm.