

Wolston Neighbourhood Plan
Minutes of Steering Group meeting 8th May 2018

	Action
<p>1. Apologies – Dave Smith, John Church, Keith Francis, Clare Malyon, Jessica Ramsay.</p> <p>Jock Rainey opened the meeting.</p>	
<p>2. Open Forum:</p> <p>Nothing was raised from the floor.</p> <p>Jock Rainey raised the matter of his elective surgery, now confirmed for 13th 14th May. He proposed that he passes the chair to Tim Willis for the period of his recuperation and the meeting agreed to this.</p> <p>TW then assumed the chair.</p>	
<p>3. Minutes of Last: The minutes of the meeting held on 13th March and 10th April were circulated and agreed as a correct record. RG confirmed in response to a query from JR that all queries in regard to the grant award have now been dealt with.</p>	
<p>4. Progress against project plan: TW as project manager reported that we are falling a little behind because of lack of people to join working groups. Copies of the Highlight report were shown. TW spoke about tasks to complete stage 1 of the Project Plan. We need to get our potential list of sites put before the village community for a 'pin-map' exercise. To help generate interest and offers of help, we need more specific information on the website about which wg lead to contact to offer help in particular areas, and a more engaging overall 'look'. We also need the information in the Avon Grapevine to be different next time, to talk about the tasks to be tackled in June. TW will arrange to meet JRa to discuss tasks for Communications and Engagement working group.</p> <p>GW will contact all CG members to re-arrange the CG meeting planned for 26th May to take place on 19th May instead.</p> <p>The list of site allocations has been agreed among the CG and will be put to Neil Pearce of Avon Planning Services shortly. After his comments, there will need to be an event to share the list with the village community and to get feedback from as many people as possible.</p> <p>Alongside that task, we need to draft policies and start to build on the skeleton NDP.</p>	<p>JRa</p> <p>TW, JRa</p> <p>GW 9/5/2018 RG then TW / NP JRa All wgs</p>
<p>5. Reports from Working Groups:</p> <p>a) Finance TB to meet CM re budget for business questionnaire and format for obtaining quotes. TB to meet DS to talk about needs for Infrastructure wg, in relation to the next grant application and then TB to meet NP for his advice on grant application.</p> <p>b) Housing: no further activity to report.</p> <p>c) Communications and Engagement: There has been some discussion of our web presence; we ask JRa to redesign our web page to make the information more readily readable and more attractive, and also to match the information on Facebook to the web page, and give contact details for wg leads.</p> <p>d) Employment and Economic Activity: CM is awaiting advice re questionnaire for businesses.</p> <p>e) Infrastructure: there has been work on site allocations.</p> <p>f) Environment: In Environment WG, it is time to start drafting policies.</p>	<p>TW 18/5/18</p>

6. PC matters: At the Parish Council Election on May 3rd, Tim Willis and Dave Smith, both serving councillors and on our Co-ordinating Group, were not elected, and Tracie Ball, our Finance officer, was elected.

At the PC meeting on 10th May, the Highlight report will be available, but the NDP is not an agenda item.

For future PC meetings, TW suggested that he attends the public forum at the beginning of each PC meeting, and present the Highlight Report then, before the official PC agenda begins. Tim Harvey-Smith will suggest this to the PC and CG will discuss this at our next meeting.

TH-S

GW 14/5/18

6. Any other Business

i: JR suggested that we have to take up the manner of our communications with the village community and to consider how we will approach the matter of the site allocations list. TW is to meet JRa to discuss and agree a number of actions to take forward.

TW JRa 18/5/18 by 5pm

li: Tim Harvey-Smith pointed out that the NDP page in the Avon Grapevine last month gave information on events already passed. The next deadline for the Avon Grapevine is Monday 14th May and GW will talk to JRa about this.

GW 11/5/18

7. The next Steering Group: St Margaret's Church Rooms, Tuesday 12th June 2018 7.30pm

Co-ordination Group: Parish Office Saturday 19th May 2018 at 10am.

8. The meeting closed at 8.17pm

JR Jock Rainey; TW Tim Willis; RG Bob Grainger; GW Gillian Waddilove; TB Tracie Ball; JRa Jessica Ramsay CM Clare Malyon DS Dave Smith APS Avon Planning Services NP Neil Pearce.