

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 29th January 2019, 7pm
Held at St Margaret's Church Rooms

Present: Tracie Ball (Finance), Bob Grainger (Housing), Dave Smith (Infrastructure & Economy), Gillian Waddilove (secretary), Tim Willis (Project Manager & CG Chair), Jessica Ramsay (Comms & Engagement, Community Sports & Leisure).

1. **Apologies:** Clare Malyon (Built Environment & Natural Environment), Jock Rainey (chair, SG)

Minutes of previous meetings: Minutes of the meeting held on 27th November 2018 were circulated and agreed as a correct record.

Minutes of the meeting held on 8th January 2019 had been circulated and were agreed as a correct record. Arising: RG needs to change the date of a meeting with the RBC official liaison for NDPs, Sophie Leaning.

2. **Working Group Updates and headlines:** CM, RG & DS have agreed a schedule for the work needed for their working groups, both voluntary and commissioned.

DS: the Business questionnaire 1st draft should be back by 6th February (and will be shown to the SG on 12th February?) SG members will be invited to help with distribution.

RG: Housing policies developing. He has done work on the Call for Sites proposal, and for a meeting on Friday 1st Feb 2019 with the Allotments association, PC reps and Godfrey Paton (agents for the Wilcox Estate) and the developer interested in the Allotments site. Jock Rainey will attend that meeting on behalf of the NDP SG.

CM: written report submitted; Making good progress with the environment groups' work. There are 5 volunteers to help with a character assessment for the village.

JRa: the meetings to present the sites for allocation will take place in late spring, once the Call for Sites has been done. She will circulate the notes of the Comms WG's meeting to CG for information. For the Community Sports & Leisure group, JRa now has a full complement and will be progressing work on policies over the next 2 months.

3. **Local Call for Sites:** TW charted events so far; RG's research shows that a Local Call for Sites (LCfS) should be done. TW sent an email floating the idea to the PC chair, and the result is that it will be an agenda item at the next PC meeting on 7th February. We should ensure that the SG have been fully informed and asked to agree that a LCFs takes place. TW will write a briefing paper which will be sent to SG members, asking them to indicate their approval before the PC meeting. GW will circulate and request replies by 4th February 2019. The email with the briefing paper will also propose that the SG, at their next meeting, agree to a change in the sequence and timings of SG & CG meetings, to avoid the need for this sort of consultation. The proposal is for the SG to meet 9 days before a PC meeting, to give time for matters to be raised for the PC agenda, and for the CG to meet around 8-10 days after the PC meeting. TB will advise TW on costs and sources of funds for the LCFs for his paper. Funding for potential extra site assessments can be found within our grant funding; funding an advertisement in the Rugby Advertiser is not available, so we will ask if the PC will pay for that (from funds allocated for the NDP, but agreed for 'handing back' as not spent). TW will send the briefing paper on the LCFs to the PC clerk along with the Highlight Report on 5th February 2019.

TW
31/1/2019
GW
1/2/2019

TB/ TW
4/2/2019

TW
5/2/2019

4. **SG& CG Meeting Schedule:** We will propose to the SG that we swap meeting dates so that the CG meets to consider progress and discuss proposals then puts recommendations to the SG. The SG meetings will be timed so that anything they need to propose to the Parish Council can be agreed in time to get items on the PC agenda. The SG chair, Jock Rainey has been consulted and agrees to this proposal. All present agreed that this be an agenda item for the next SG, and that if the SG accept the proposal, they will meet for a second time in February, on 26th. A CG meeting will be arranged possibly on 19th February 2019, to check on progress; CG members are asked to indicate availability.

GW
6/2/2019

ALL CG asap
5. **Finance:** TB has tabulated the tasks to be carried out by APS under the headings as for the grant. TB will contact WG leads individually re items still to be invoiced. TB will brief JR on the current state of the budget and spend before the SG meeting as she will be on holiday then.

TB /JR
8/2/2019
6. **Vision and Objectives:** The vision statement proposed ‘In 2031 Wolston will be a distinct, sustainable and vibrant rural settlement that retains its rural character overlooking the surrounding open countryside and River Avon. It will have a strong and inclusive community comprising people from all age groups and backgrounds that thrive and socially interact together.’ Is generally accepted; CG members are asked to make any suggestions for changes as soon as possible. WG leads are asked to propose objectives that provide a ‘hook’ for their policies. It will be useful if CG members also familiarise themselves with the section 6 for the Napton NDP, which gives ‘Challenges for our Village’. GW will circulate these as they are sent to her, hoping for a few iterations of comment before the SG meeting.

All CG
9/2/2019

GW 1-
12/2/2019
7. There being no further business, the meeting closed at 8.34pm.
8. **Dates of next meetings:**
 CG: Tuesday, 19th February 7pm, in the Rose & Crown
 SG: Tuesday, 12th February 7.30pm in the St Margaret’s Church Rooms, and 26th February 7.30pm in the St Margaret’s’ Church Rooms.
 Next PC is on Thursday 7th February 2019.