

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 19th February 2019, 7pm
Held at St Margaret's Church Rooms

Present: Bob Grainger (Housing), Clare Malyon (Built Environment & Natural Environment), Dave Smith (Infrastructure & Economy), Tim Willis (Project Manager & CG Chair), Jessica Ramsay (Comms & Engagement, Community Sports & Leisure), Jock Rainey (chair, SG) by invitation.

1. **Apologies:** Tracie Ball (Finance), Gillian Waddilove (secretary).

Minutes of previous meeting: Minutes of the meeting held on 29th January 2019 were circulated and agreed as a correct record, proposed by JRa, seconded by RG.

2. **Arising: JR suggested there may be a conflict of interest** in his attending CG meetings; it was agreed after discussion that JR should chair the SG without prior knowledge of CG discussions. TW will brief JR after CG meeting before SG meeting; then TW will present to the SG via the chair. JR may attend CG meetings only when contention arises, eg the Allotments meeting.

Working Group Updates and headlines:

3. **Local Call for Sites:** Advertisements in the Avon Grapevine and the Rugby Advertiser have been placed and paid for; this information will also be on the website.
4. **Infrastructure & Economy:** The papers for the Business Survey are in the post from Stratford-upon-Avon. Delivery is expected 20/2/2019. Simon Purfield is out of the office until dd/mm/yyyy. For delivery, all the volunteers are in place. The team may need to purchase envelopes.
5. **Finance:** there is a need for an extraordinary meeting for Communications & Engagement work on events. JRa will arrange this with TB when TB back from holiday. TB/ JRa
4/3/2019
CM will get an order number from the PC Clerk for Land Registry searches for the spaces proposed by Natural Environment wg for 'Local Green Space' designation.
6. **Communications & Engagement:** JRa and team have produced a plan with list of actions required and by whom, for the Pin Map exercise meetings. All CG members need to read the plan, attached to these minutes, note tasks and dates for themselves, and discuss any changes needed with JRa. Also attached the summary that will be circulated to our SG. All CG
8/3/2019
7. **Environment wgs:** Character assessments are under way.
8. **Vision & Objectives:** RG issued Napton Vision & Objectives to CG team to review. All need to comment, agree and present to March SG. Working Groups need to identify key issues, and that page from the Napton Plan will be circulated. All CG
5/3/2019
9. **Steering Group Agenda:** Public Forum for local residents; non-members of SG & CG take priority.
Technical –
TW to present Headline Report (from Project Leader, TW)
Communications and Events update – JRa – paper for circulation from JRa.
Allotments
A.O.B.

There being no further business, the meeting closed at 8.00 pm.

Dates of next meetings:

CG: Tuesday, 19th March 7pm, where?

SG: Tuesday, 26th February 7.00pm in the St Margaret's' Church Rooms; 26th March 7.00pm in the St Margaret's' Church Rooms

Next PC is on Thursday 7th March.

