

**Wolston Neighbourhood Plan**  
**Minutes of Co-ordination Group meeting 19<sup>th</sup> March 2019, 7pm**  
**Held at Parish Council Office**

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

1. **Minutes of previous meeting:** Minutes of the meeting held on 19<sup>th</sup> February 2019 were circulated and agreed as a correct record, proposed by JRa, seconded by RG.
  
2. **Working Group Updates and headlines:**

**Housing and Local Call for Sites:** advertising has been placed as stated; to date, around 7 responses have been received; **Site Assessments:** Neil Pearce has given RG initial drafts of assessments for the allotments site and the two garage sites.

**Environment wgs:** work proceeding well on character assessment templates; the next big task is mapping.

**Infrastructure & Economy:** Business Survey: 26 responses received so far; the invoice for completing this work will be presented later this week.

**Communications & Engagement:** the Facebook platform has gone through an update and is 'a shambles'. CM will post a reminder about the Business Survey as soon as possible.

**Visit of RBC officers to SG meeting** on 26<sup>th</sup> March: this has been advertised on FB, the website, and in Avon Grapevine. Sophie Leaning Senior Planner, Development Strategy Team, RBC & her colleague Martin Needham will attend. RG is liaising with them, to offer a brief as to our current position, and areas we would like the officers to address. Other matters to ask them to address: record-keeping (for wgs as well as the SG & CG); examples of how NDPs work for the community; and how do we ensure that the NDP is enduring, and how / when should reviews be arranged?
  
3. **Finance – 2018/19 Update, including actions**

TB confirmed that there are no big overspends against budget to be paid; the APS invoice to 31<sup>st</sup> March 2019 will be completed early next week; for Comms and Engagement work, all invoices are now available and can be met from allocated funds; costs for the Business Survey and for the website redesign will be in this week, and will be within budget.

TB says that we will come in slightly under the budget on grant spending. For the 2019/20 financial year, the PC have allocated £1,500 for our work, and TB will start to work on grant funding to cover most of that, next month. She has already consulted Locality informally, and been assured that at this stage of our NDP, if we need some Technical Grant funding, it could be forthcoming and we could use APS for the work as NP has been heavily involved already. For the next CG agenda, we need to discuss what work is needed for next year, to aid the grant application. JRa queried whether the referendum will fall in that year – it is likely to come in the first quarter of the next financial year 2020/21, and most costs will be covered by RBC. No detailed report is necessary for the SG meeting.

4. **Vision & Objectives:** A draft was presented by RG, CM & DS; this version was agreed by all CG, and will be presented to the SG for their approval at the next meeting.
5. **Steering Group Agenda:**  
Open forum;  
Regular business;  
Highlights of progress against the Project Plan;  
Visitors from RBC  
Vision & Objectives  
AOB
6. **Next Steps?:** nothing fresh, not covered above. RG will make contact with Bob Jesson about him providing some views of the village for the website and our Plan; mention was made of obtaining photos taken by drone.
7. **AOB: Dates of future meetings:** we will generally hold a CG meeting, 2 weeks before the SG meeting. This will give time to consider any necessary actions arising from the PC meeting and to assess what work is to be reported to the next SG.  
There being no further business, the meeting closed at 8.15pm.

GW revise  
& reissue  
'Key Dates'  
21/3/2019

**Dates of next meetings:**

SG: Tuesday, 26<sup>th</sup> March 7.00pm in the St Margaret's' Church Rooms;  
and 23<sup>rd</sup> April 7.00pm in the St Margaret's' Church Rooms  
Next PC is on Thursday 4<sup>th</sup> April.  
Next CG: 16<sup>th</sup> April 7pm in the Parish Office.

GW collect  
keys

RG arrange  
Access &  
keys