

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 14th May 2019, 7pm
Held at Parish Council Office

Present: Tracie Ball (Finance), Bob Grainger (Housing), Clare Malyon (Built Environment & Natural Environment), Dave Smith (Infrastructure & Economy), Gillian Waddilove (secretary), Tim Willis (Project Manager & CG Chair).

1. **Minutes of previous meeting:** Minutes of the meeting held on 16th April 2019 were circulated and agreed as a correct record.

2. **Working Group Updates and headlines:**
 - (i) Jessica Ramsay resigned as a co-ordination group member and as lead for Comms & Engagement and Community Sports & Leisure working groups at the end of April. We record our thanks to Jessica for all the work she has put in over the last three years, to ensure that the work of the whole Neighbourhood Plan team is known and appreciated in the village. A card was signed in the meeting for later delivery. GW 17/5/19
 - (ii) **Pin Map exercise & public consultation:** we agreed to cancel the booking for this to happen on 7 /8 June, as we were unable to prepare in time. We agree to request a presence at the Garden Walkabout event on 7th July, and to hold a follow-up event soon after that. CM/ TB will check if we have already asked for space, and find a follow-up date. TB / CM
24/5/19
RG / CM/ DS would like to include reference to the housing sites being considered for allocation and / or submitted in the recent 'Call for sites', for information only and without consulting on the sites. TW agreed this information can be available. TB
TB will organise a meeting of the Comms and Engagement wg to make arrangements for the consultations.
 - (iii) **re TW conversation** with NP: TW handed round sheets showing a SWOT exercise on how to develop 'chapters for our Plan' – TB will adapt this to be printed on A4 size for our use at SG. RG / CM
14/6/19
 - (iv) **Maps:** RG has 2 ready to commission with RBC; there are 2 more that have to be finalised. The maps need to be ready by the end of June.

- [Note: next meeting of PC and Allotments Cttee with developers is to be held towards the end of May] (post meeting note: now fixed for 7th June)

3. **Finance: (i)** TB reported that last year's grant has been 'signed off' now.
 - (ii) a quotation from APS for work in the current financial year was shown. TB asked for ideas for anything else to include in this, or other work that will be required, before the end of May. £1,500 has been allocated for NDP use by the PC. Also, notify TB of any spending in current year before 28th May for her report to SG. All CG
28/5/19

4. **Steering Group Agenda:** GW 21/5/19
 - Open forum;
 - Regular business;
 - Highlights of progress against the updated Project Plan: include JRs resignation;
 - Consultation plans including Garden Walkabout arrangements;
 - Put forward list of LGS for approval, CM to introduce including definitions of Open

Space and LGS;
ref to RBC Local Plan progress.

AOB

SG agenda needs to be published by Wed 22nd Jun latest.

5. There being no further business, the meeting closed at 8.15pm.

Dates of next meetings:

SG: Tuesday, 28th May 7.00pm in the St Margaret's Church Rooms
and 25th June 2019 7.00pm in the St Margaret's Church Rooms

Next PC is on Thursday 6th June.

Next CG: 11th June 7pm in the Parish Office.

GW collect
keys

RG arrange
Access &
keys