

Wolston Neighbourhood Plan
Action Notes of Extra Co-ordination Group meeting 4th June 2019, 7pm
Held at Parish Council Office

Present: Tracie Ball (Finance), Bob Grainger (Housing), Dave Smith (infrastructure and economy), Gillian Waddilove (secretary), Tim Willis (Project Manager & CG Chair), JR, chair SG by invitation.

Apologies: Clare Malyon (Built Environment & Natural Environment)

1. **Resignation of Dave Smith:** Dave Smith is moving away from the village, and we are sorry to lose his valuable input to the Plan. Dave was lead for Economy & Infrastructure wg. RG has been helpful, Roger Ingles is a member of the group, and CM has also helped in the briefing sessions held with CM, RG & DS on a weekly basis. What is in the pipeline for the wg? Priorities listed, and TW / NP have this. Evidence collecting needs doing; some can be gleaned from the village questionnaire and the business questionnaire. TW will keep this work under review, and prioritise allocating it after the consultation planning is complete.
2. **Consultation events:**
 - a) There will be a stall at the **Garden Walkabout** 7th July – near the willow tree on the green by the brook across from the Derry. TB will continue to liaise with GW organiser. Easels – up to 5 – RG will collect some. GW will provide another as needed. TB will bring chairs, decoration, pens.
 - b) Maps: there is an existing printwork order, for a number of items including maps. RG continues work on the maps, and will have final artwork ready to pass to TB for the printers by 21st June.
 - c) TB & CM will finalise details of voting cards; these will be A6, serially numbered, and will list sites for designation as Local Green Spaces, and ask for a postcode.
 - d) JR / TB will talk to Debbie Pritchard who has been keen to help on this wg. Sonya Cross is also keen to help but can't be more involved at the moment.
 - e) TB will borrow a gazebo, and will organise a staffing rota to be available at next SG meeting.
 - f) as a follow-up, TB will book the Village Hall on 19th / 20th July, for early evening and morning opportunities for further consultation / collecting views on LGS designations.
 - g) RG will provide a glossary of terms to help consultation conversations; ?? will prepare a script with stock responses to obvious questions.
3. TB would like to share the document adapted from NP's overview of a Plan's content with the Parish Council at their next meeting. Members offered comments, and are asked to follow up with emails asap. This should also be issued to SG members at their next meeting.
4. **At next CG meeting:**
 - a) **Update on plans for Garden Walkabout:** timetable; script; staffing
 - b) Material to put to SG at next meeting: ?list of sites for LGS designation;
 - c) Agenda for SG
 - d) other items as requested
5. **Avon Grapevine article:** TB & GW will work on this and forward to CM for final sending to editors for 9am on 11th June.

The meeting closed at 7.55pm