

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 14th January 2020, 7pm
Held at Parish Council Office

Present: Cllr Tracie Ball (Finance & Community Sports & Leisure), Clare Malyon (Built Environment & Natural Environment), Gillian Waddilove (secretary), Tim Willis (Project Manager & CG Chair).

Apologies: Cllr Bob Grainger

1. **Minutes of last meeting:** Minutes of last meeting, having been circulated were agreed as a true record and signed.
2. **Next steps following outcome of informal meeting with Parish Councillors:** The Parish Council has agreed to hold an extraordinary meeting on 23rd January 2020, to resolve the question put in the Project Manager's report, ie how do the PC want their NDP wg to proceed in the light of their decisions in August and December? CG agreed to continue with drafting work until some definite decision reached.
3. **Recommendations for SG:** The agenda for the SG meeting on 28th January is due to go out on Thursday 23rd January. This will need to say that matters on the agenda will be contingent on decisions made at the extraordinary PC meeting, and that we hope to get notice of some recommendations to SG members after the weekend of 25/26 January.
4. **Finance Update:** there is money in the bank to cover this year's expenses. For financial year 2020/21, the PC have allocated £2,000, and TB has established that there could be further grant money in certain circumstances. Any expenses for 2019/20 should be submitted to TB as soon as possible. GW is to book the Church Rooms for SG meetings for the year, and ask for an invoice to be produced before the end of March. 17/01/2020
5. **Progress on wgs:** CM reported that **Built & Natural environment** areas are OK. APS commented that while character assessments are 'nice' to include, there is no need to produce very detailed character assessments of each area of the village.
Community, Leisure, Sport and Well-being – TB reported that Debbie Pritchard is willing to become wg lead for this area of our work. We agree that this will be helpful, and that we will propose this to the SG on 28th January. We also agree to ask Debbie as a wg lead to join the CG. This will mean she would be the third member of SG to serve on CG, which is as allowed in our terms of reference.
6. **Any Other Business:** CM will submit a piece for the Avon Grapevine, on the topic of help for character assessments and with photos and information for the Plan. 15/1/2020

There being no further business, the meeting closed at 8.35pm.

Dates of next meetings:

SG: Tuesday, 28th January 2020 7.00pm in the St Margaret's Church Rooms

Next PC is on Thursday 2nd January 2020.

Next CG: 14th January 2020 7pm in the Parish Office 7pm.

GW collect keys

RG arrange
Access & keys