

**Wolston Neighbourhood Plan**  
**Minutes of Co-ordination Group meeting 12<sup>th</sup> May 2020, 7pm**  
**Held via Zoom online platform**

**Present:** Cllr Tracie Ball (Finance & Communications), Cllr Bob Grainger (Housing), Clare Malyon (Built Environment & Natural Environment), Gillian Waddilove (secretary), Tim Willis (Project Manager & CG Chair), Jock Rainey (SG Chair) by invitation.

**Apologies:** Debbie Pritchard (Community Sports Leisure & Well-being)

**Under the Corona virus pandemic restrictions, this meeting was held via the Zoom video conferencing platform, using the Parish Council's account, facilitated by the PC Clerk.**

Chair of SG, Jock Rainey, attended to convey concern he has heard expressed in the village that conducting meetings on the digital platform leads to a view that our process is not as open to public view as it should be. We discussed ways to counter this perception. With the usual positions for notices being not accessible (library, surgery) or broken (parish noticeboard) we need to find ways to communicate that we are working on the Plan and are available to hear views from the village community.  
JR left the meeting at 6.55pm.

1. **Minutes of last Meeting** having been circulated were agreed as a true record, prop. Cllr TB, sec. CM. Actions arising were checked.

2. **Project Manager's report on progress: Draft Plan:** progress on the Draft Plan was considered. Confusion had arisen over 2 parallel versions of the Plan being amended on the Googledocs platform. It was decided that GW will close access to all versions on Googledocs, and will distribute a version in Word format to each wg lead. GW will maintain the master copy, with wg leads sending an updated version of their own section, to be amalgamated into the next version. Wg leads should concentrate their effort on their own section(s), and only point out direct contradictions to their own section in others.

GW 14/05/2020

All wg leads  
21/5/2020 &  
continuing

**Maps required:** all wg leads to state specific maps needed to GW /Cllr RG by 19/5/20.

All wg leads  
19/5/2020

**All wg leads will prepare a list of outstanding work and dates for completion of the current work and pass to TW & GW.**

All wg leads  
15/5/2020

**Housing** section is 70% complete and Cllr RG expects to complete in 2 weeks.

**Built and Natural Environment** sections are almost complete but character assessments need to be carried out and included, and this work may take some time. Character assessments for the Built Environment can be brief, but assessments of the valued landscapes may take more time. Cllr RG said the 'Landscape sensitivity study' has much of the information needed. Cllr TB asked for ways we can contribute. CM will circulate again information about the process for character assessment and some of the team will carry out some of the work.

CM 21/5/2020

TB, DP, GW  
31/5/2020

Cllr TB will work with DP on the CSL&W section.

TW 20/5/2020

**TW, Project Manager,** will reframe the **Project Plan** depending on commitments received about work completion, to present to the SG in 2 weeks' time, and to the next PC meeting. (SG doc deadline is 20<sup>th</sup> May because of Bank Holiday.)

3. **Finance Update:** Cllr TB has completed reporting on use of grant monies to Locality and the report has been accepted.

4. **Steering Group Agenda for 26<sup>th</sup> May 2020:** We need to take note of the SG chair's view

on the lack of public information on our work. It was agreed that we will create some posters to go up around the village with a series of messages about our work and the steps we are taking to keep working in this time of restricted public gathering. Cllr RG noted that we should take care to avoid expressing views on these posters. TW will need to include the estimates of school attendance in the next Highlight report, and Cllr TB will check with DP about this. *(does that imply we need to share those figures with SG before Highlight report ready?)*  
The amended Project Plan will be available to share with the SG.

TB/CM  
23/05/2020

TW as above  
20/5/2020

5. **Any Other Business: (i)** Cllr TB noted that mention was made of ‘re-opening of Brandon station’ in a news report at the last PC meeting. Cllr RG added that this was by Cllr J Milne, and was of a Suffolk town named Brandon, where the station, which is operational, was to lose its original station buildings in the course of a redevelopment. (ii) Cllr TB raised the matter of the census data on which some of our figures rely being 9 – 10 years out of date by the time our Plan comes to referendum. We need to make the point that while we recognise that, we use the projections of the Office for National Statistics as the most reliable available information.

There being no further business, the meeting closed at 7.40pm.