

**Wolston Neighbourhood Plan**  
**Minutes of Co-ordination Group meeting 7<sup>th</sup> April 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.**

1. **Review of work on Draft Plan v1.7 by APS** (Neil Pearce and Jan): the Draft Plan with comments and tracked changes by APS had been circulated to CG members. The comments are helpful and wg leads working on each section have reviewed their section in particular. RG referred to several comments indicating a need for public consultation and many references to a need for maps or diagrams – who will specify, create these? TW responded that there can only be one more ‘consultation’ to capture all necessary evidence and the advice of APS must be sought on exactly what it is necessary to achieve with that.

TW asked each wg lead for an estimate of time to deliver their section(s) incorporating the changes advised. This was discussed, and the conclusion was that we will aim for a version 1.8 to be ready by 5<sup>th</sup> May for circulation among the CG, prior to our next scheduled meeting on 12<sup>th</sup> May. This will enable TW to send the next version to APS by 14<sup>th</sup>/15<sup>th</sup> May, to maintain progress. GW is to post the version 1.7 plus comments on Googledocs, and each author will upload their own amended section, remembering to amend the version number to 1.7n and note on the amendments page that they have uploaded changes.

JR asked that if any member of the CG wishes to raise matters on another wg lead’s section, they state the point; respect the ownership; if difficulties, save points for discussion for the CG meeting.

RG suggested that wg leads specify maps and diagrams; he will give all CG members access to the Parish Online database, for access to evidence already available, and links to video guides to its use.

All wg leads  
5/05/20  
TW 14/05/20  
GW 9/04/20
  
2. **SG meeting 28th April:** JR asks that a Steering Group meeting with a very limited agenda is held via Zoom on the planned date, 28<sup>th</sup> April, to keep the SG and others in the village community informed. GW will draw up an agenda in conjunction with TW and JR; GW will consult Maria Meede the PC Clerk about setting up a meeting in this way that is accessible to members of the public; GW also to ask PC clerk about need or advisability of recording such a meeting, though further discussion indicated that with a written record available after the usual time, this is not considered necessary.

GW/JR/TW  
20/04/20  
  
GW 14/04/20
  
3. **Finance Update:** TB has had the invoice for work in 2019/2020 from APS and this will be forwarded for payment. TW will liaise with APS over number and use of hours still remaining, paid for but not used.

TB has checked with ‘Locality’, and in the current circumstances more money can be available to bring our Plan to a conclusion.

TW 20/04/20

**TB has also checked with the PC Clerk that we, the NDP team, can make a donation** of £100 to the Avon Grapevine for advertising provided through the year, and a donation of £100 to the Baptist Church for use of their facilities, and she will forward these for payment.

TB 20/04/20

4. **Any Other Business:** (i) RG still needs a conversation with NP re Housing section – he will attempt to do this before 5th May.

RG 5/05/20

(ii) RG will try to convene a Housing wg meeting in the next couple of weeks, to consult on the Housing section.

RG

(iii) TW: all wg leads can phone NP, but need to log time taken and report to TB so she can monitor use against available hours.

Wg leads

(iv) GW should check with PC Clerk whether this meeting should be 'noted' or 'minuted'.

5/05/20

GW 14/04/20

There being no further business, the meeting closed at 7.10pm.