



WANA Steering Group Minutes

Tuesday 26th March 2024 Witherley Parish room
7-8pm

Present: Kim Liggins, Chair (KL), Dayle Flude, Vice Chair (DF), Roger Lainé, Treasurer (RL), Lynne Lainé, Secretary (LL), Jackie Albrighton, Planning Subgroup Secretary(JA), Rob Flude (RF), Tony Carter (TC), Pat Helyer (PH), David Hickie(DH), Jan Humble (JH), Mick Humble (MH), Joy Simpson, Social Events Subgroup Chair (JS), Keith Simpson (KS), Richard Wade, Planning Subgroup Chair (RW)

Apologies: Kate Chorley (KC), Val Graham (VG), Margaret Hicke (MH), Ian Rawson- Mackenzie (IRM), Rachel Roberts (RR),

	Item	Action
1.	Welcome KL welcomed all to the meeting and invited everyone to introduce themselves.	
2.	Draft Minutes meeting 22 nd February 2024- agreed as an accurate record of the meeting. Action log- open action minute 7 reviewed and closed following discussion.	
3.	Correspondence The correspondence log was reviewed, with five items discussed in detail.	
3.1	No response has been received from contact attempts with Friends of Witherley School (FoWS) , KL to provide a contact.	KL to provide contact details for FoWS
3.2	The Steering Group noted with concern that Witherley Parish Council (WPC) have not responded to letters.	
3.3	A letter written to Bill Cullen the Chief Executive of Hinckley and Bosworth Borough Council (HBBC) has resulted in an offer of a meeting on 12 th April which will be attended by KL, DF, LL and IRM.	Feedback to be provided at the April Steering Group meeting

<p>3.4</p>	<p>An email received from KC on behalf of Witherley Parochial Church Council (PCC) has been received requesting that the Church Services be included in the WANA Newsletter. Following discussion, it was agreed that WANA will respond clarifying that the Constitution makes clear in section 2.3 that WANA will work in partnership with Village organisations to deliver the aims identified in 2.1 which includes supporting partners to deliver social events. In due course WANA anticipates that it will be in a financial position to provide funds to support partners. The Constitution in section 2.4 states that WANA is non-sectarian and as such to promote the Church services via the newsletter would contradict the Constitution. WANA understand that accessing some grants including Government grants may be compromised by taking an approach that is seen to promote one religious denomination. WANA recognise that the Parish magazine and Witherley Facebook are used to promote Church services.</p>	<p>A response to be emailed to KC outlining the Steering Group decision</p>
<p>3.5</p>	<p>Communication received from National Highways in response to a referral made on the 12th March 2024 that a newly erected sign on the A5 central reservation opposite Bridge Lane reduces visibility for traffic exiting Bridge Lane and turning right from the central reservation.</p> <p>The National Highways response states “<i>safety inspectors checked the sign and for visibility issues yesterday and they found that this sign isn’t obstructing drivers vision. This sign poses no safety issues therefore we won’t be looking into moving this sign.</i>”</p> <p>It was agreed that a follow up response to National Highways was required and to include photographic evidence from the central reservation.</p>	<p>JH & MH to take a photograph from the A5 central reservation to demonstrate the reduced visibility caused by the sign. Photograph to be forwarded to National Highways with an accompanying letter of concern.</p>
<p>4 4.1 4.2</p>	<p>Constitution Consultation.</p> <p>DF led a discussion on the outcome of the consultation and the resulting amendments which were accepted.</p> <p>An agreement was reached to change section 2.3 to <i>We aim to partner with village organisations and venues to deliver social events. Together, we’ll raise funds to support activities that meet the criteria described in 2.1.</i></p>	<p>Constitution Adopted subject to agreed wording amendment. Final version to be circulated to all members of the Steering Group Review in six months</p>

4.3	'Members' to be changed to 'those who live or work in the WANA area'.	
5.	Rules and Regulations Agreed with addition of section identified in 7.1.2 and 7.1.3.	Review in six months
6.	Draft WANA Structure Diagram Following a discussion all agreed that the structure diagram to be redrafted: <ul style="list-style-type: none"> • Planning subgroup to include flooding subgroup key responsibilities. • Partnership & Promotion subgroup is removed from the chart as it has been incorporated in the everyday function of the Officers. 	To be redrafted and presented at the April Steering Group Meeting
7	Subgroup Terms of Reference	
7.1	It was agreed to combine the planning and flooding subgroup terms of reference into one set.	
7.1.2	It was agreed that subgroups may need to be established to respond to changing circumstances. The Rules and Regulations to adapted to cover the establishment of subgroups.	RW to combine the Planning and Flooding subgroup Terms of Reference. To be presented at the Steering Group meeting on the 24 th April for approval. Subgroup minutes to be received by the Steering Group and published on WANA.org.uk.
7.1.3	Subgroup autonomy to act to prevent any delay in decision making discussed. Agreed that this should be incorporated and reflected in the Rules and Regulations with a proposal that if the Chair and one Officer agree an action can be taken. All decisions to be recorded on the subgroup meeting notes and reviewed as a standing agenda item at each Steering Group.	RW & LL to draft section to be added to the Rules and Regulations to reflect agreed decisions.
7.2	Social Events subgroup – these were reviewed at the social events subgroup on the 12 th March 2024. Agreed by Steering Group.	To be signed by JS Chair at the next subgroup meeting
8	Subgroup feedback:	
8.1	Social Events Subgroup JS provided an update on the WANA WOMBLE event on the 16 th March 2024 which was very successful and will be a regular event, it was agreed that a two hour Womble would be better as would the opportunity to leave filled bags to be collected by a car. The Easter Trail is in progress with the WANA Bee competition, and the best Easter display	

	<p>competition being promoted via Facebook and WANA.org.uk.</p> <p>The next event will be the Life support and Defibrillator Training on the 8th April 2024.</p> <p>Mental Health Awareness week 13-19th May activities are being planned and will include a sports day on the 18th May, and Walk a mile with a smile.</p> <p>Walk Leaflets will be produced.</p> <p>Field Day 15th June in partnership with WMPFT is being planned.</p> <p>An annual programme of social events was approved.</p>	
8.2	<p>Planning Subgroup</p> <p>RW gave an overview of activity to date: Six residents attended HBBC Planning Committee on the 12th December for the Kennel Lane Development. Two residents made representations against the proposal.</p> <p>Four residents attended and made representations at the Chapel Fields Appeal on the 28th and 29th February. The outcome is awaited.</p> <p>The planning subgroup met on the 19th March 2024, RW was elected Chair and Jackie and Dave Albrighton were elected Secretary: it was agreed to incorporate the flooding subgroup.</p>	TC agreed to join the Planning subgroup and be invited to the 27 th March ZOOM meeting
8.3	<p>Newsletter</p> <p>The second newsletter will be distributed to the WANA volunteers for delivery this week.</p>	
9.	<p>Policies</p> <p>The following policies and statements were agreed.</p> <ul style="list-style-type: none"> • Equal opportunities. • Safeguarding. • Finance statement. • Code of conduct. • Data protection- a privacy statement is available on WANA.org.uk. The Information Commissioner's Office (ICO) self-assessment has been undertaken, the outcome being that WANA does not currently meet the requirements to register with the ICO. The self-assessment will be reviewed as WANA develops. A data controller will be agreed. 	Policies and statements to be uploaded to WANA.org.uk
10.	<p>Treasurers Report</p> <p>RL provided an overview of the Cash Accounts</p>	Bank account to be opened

	<p>Income since January £250- from the raffle, donations, the Womble event, and a gift from the Pétanque group. Current Cash position £144.69.</p> <p>Estimated annual running costs £4-500, this will include annual public liability insurance, Parish Room Hire for Steering Group Meetings and general costs of stationary, refreshments and a small Contingency fund of £100.00.</p>	
11.	Any Other Business	
11.1	MH proposed that the land next to Witherley United Football Club owned by the O'Neill Estate could potentially be made use of as a community garden, for growing produce and a place to sit	Letter to be sent to the Agents for the O'Neill Estate requesting whether Residents could develop the area as a community garden.
11.2	Donate a Daffodil proposed by a Villager, some issues regarding planting on verges will need to be explored before this suggestion can be implemented. Native species to be considered.	Ownership of Green spaces and verges to be identified.
11.3	WANA History of Witherley- a suggestion has been made that an area of WANA.org.uk could be developed to hold old photographs and living history records. All agreed that this should be developed, grant funding may be available.	Plan to progress suggestion to be developed.
12.	Items for Next Meeting <ul style="list-style-type: none"> • Consultation with children and young people- Junior WANA bees • Subgroup progress reports • Feedback from meeting with Bill Cullen 	
13.	Date of Next meeting: Wednesday 24 th April 2024 6.30pm Parish Room, Witherley The meeting closed at 20.20hrs.	