



WANA
Witherley Atterton Neighbours Association

wana.org.uk

hello@wana.org.uk

WANA Steering Group Minutes
Wednesday 4th February 2026 DRAFT v1
Witherley Parish Room
7.00-8.00pm

Present: Dayle Flude, Vice Chair (DF); Lynne Lainé, Secretary (LL); Roger Lainé, Treasurer (RL); Richard Wade, Planning subgroup Chair (RW); Tony Carter, Flood Warden (TC); Rod Bell (RB); Joy Simpson, Social Events subgroup Chair (JS); Pat Helyer (PH); David Hickie (DH); Margaret Hickie (MH); Rob Flude (RF)

Apologies: Kim Liggins, Chair (KL); Sarah Smith (SS); Jan Humble (JH); Mick Humble (MH); Keith Simpson (KS), Ian Rawson-Mackenzie (IRM). Jackie Albrighton (JA),

Meeting commenced at 19.00 hrs

	Item	Action
1.	Welcome and Apologies: DF welcomed all to the meeting and accepted apologies.	
2.	Draft Minutes	
2.1	Steering Group minutes of the 16 th December 2025 Agreed.	
2.2	Annual General Meeting Minutes 17 th January 2026 Agreed	
3.	Matters Arising	
3.1	Steering Group Action Log items noted:	
3.1.2	27/11/2025 6.3 Amazon remains open	Raise joint raffle with WMPFT RL to draft CIO application
3.1.3	23/09/2025 9.1 WANA Spring Raffle- to be moved to July event- proposal to be joint initiative with WMPFT	
3.1.4	28/08/2025 7.4 CIO application- all agreed to progress	
4.	Correspondence	
4.1	Items of note:	
4.1.1	WANA annual general meeting presentation forwarded to Dr L Evans, MP, positive comments received	
4.1.2	WANA annual general meeting presentation forwarded to Cllr J Melen, positive comments received	
5.	Issues Log	
5.1	Style on Atterton Lane, reported in October 2025 by a resident has been adapted, however it remains high and difficult to negotiate.	Photograph to be forwarded to LCC
6	Treasurers Report	
6.1	WANA cash position as of 27 th January 2026 £6360.81.	Grant applicant to be notified and permission to publicise requested
6.2	Lottery License application made and License received	
6.3	Grant Application -WANA ref 01d012026 approved	

7.	WANA Insurance Renewal	RL to renew insurance for 2026/2027
7.1	Three quotes received and considered.	
7.2	Agreed to renew with current provider.	
8.	WANA Annual General Meeting 17th January 2026	
8.1	Comments from “post it” note consultation reviewed. <ul style="list-style-type: none"> ❖ Traffic concerns to be considered as part of planned road safety consultation. ❖ Flooding to be considered as part of the Planning Subgroups work programme ❖ Volunteer recruitment- to be included in March newsletter 	
8.2	Noted- the Social Events Subgroup will be reviewing all suggestions at their meeting on the 11 th February 2026.	Draft Annual Objectives to be available at the March meeting
8.3	Annual objectives to reflect key themes	
9.	Road Safety Consultation	WANA planning subgroup to lead.
9.1	Agreed: <ul style="list-style-type: none"> ❖ Planning subgroup to lead and draft household survey and circulate to Steering Group for comments . ❖ Survey yes /no answers ❖ Free text boxes ❖ Survey to be piloted ❖ Survey to be distributed with Newsletter, possibly March or April ❖ Online survey to be available – possibly qr code link from newsletter 	
10.	Community Resilience	TC, RW to update Steering Group at March Meeting.
10.1	Agreed this needs consideration as to: What a community resilience plan is.	
11.	Annual Policy Review	
11.1	Schedule agreed	
12.	Subgroup feedback:	
12.1.1	Social Events Subgroup:	
12.1.2	JS reported: <ul style="list-style-type: none"> ➤ The Womble Litter pick was successful. Outcome shared with HBBC StreetScene. ➤ Crazy Horses was a very enjoyable event with £338 raised 	
12.1.3	Upcoming events: <ul style="list-style-type: none"> ➤ Foraged Fruit evening on the 28th February2026 ➤ Bluebell Walk at Merevale Hall on the 26th April 2026 ➤ Afternoon Tea on the 9th May 2026 	
12.2	Planning Subgroup including flooding update: <ul style="list-style-type: none"> ➤ Meeting with Cameron Homes successful ➤ Flood zone 2/3 area expansion- houses will be concentrated in smaller area ➤ S106 contributions to be clarified- no play area on proposed site lay out. Path across from Mill lane. ➤ Engage with Dr Luke re s106 re allocation of funding. 	

12.3	<p>Newsletter- suggestions for March 2026:</p> <ul style="list-style-type: none"> ➤ The Church Easter Events ➤ The upcoming Social events ➤ Traffic Consultation ➤ Cameron Homes meeting 	
11. 11.1 11.2	<p>Any Other Business:</p> <p>TC reported that he has contacted Cllr J Melen re flooding.</p> <p>LCC yellow grit bins have been filled.</p>	
12.	<p>Items for Next Meeting:</p> <ul style="list-style-type: none"> ➤ CIO Application progress report ➤ Road Safety Survey and process to be agreed ➤ Policies as per the agreed schedule ➤ Review of 2025/6 objectives ➤ Draft 2026/7 objectives 	
13.	<p>Date of Next meeting:</p> <p>24th March 7-8.00pm, Witherley Parish Room</p>	

Meeting closed at 20.25 hrs with a thank you for attendance.

WANA ACTION LOG 19th March 2026					
Date	minute no.	Action	Lead	Open/Closed	Action update
04/02/2026	3.1.3	Raise suggestion of a joint raffle with WMPFT	LL	Closed	WMPFT in agreement- with proceeds shared
04/02/2026	3.1.4	RL to draft CIO application	RL	In progress	
04/02/2026	5.1	Style Photograph to be forwarded to LCC	LL	Closed	
04/02/2026	6.3	Grant applicant to be notified and permission to publicise requested	LL/RL	Closed	Grant acknowledged and publicity agreed
04/02/2026	7.1	Insurance renewal	RL	Closed	Complete
04/02/2026	8.3	Draft annual objectives	KL	On agenda	
04/02/2026	9.1	Traffic Survey	RW	On Agenda	
16/12/2025	9.1	Community Resilience update at February meeting	RW/ TC	On Agenda	
27/11/2025	6.3	Amazon Print to be explored as a printing option for WANA publications	DF	Open	

WANA Correspondence Log to 20th March 2026

23 rd January 2026	A Smallwood LCC		Thank you and Good Wishes from WANA
26th January 2026	Dr Luke Evans MP		WANA AGM report , receipt acknowledged
26th January 2026	Cllr Melen		WANA AGM report, receipt acknowledged
29th January 2026	Cameron Homes	Cameron Homes	Post meeting follow up
30th January 2026	Warm Spaces officer		Monthly Monitoring data, receipt acknowledged
30th January 2026	Economic Crimes Unit		Invitation to visit Company and games to raise awareness of fraud and scams
2nd February 2026		Witherley School	Road Safety and parking
3rd February 2026	Resident	Resident	response to road safety concerns and parking, acknowledged receipt
4th February 2026	South Staffs Coaches		Coach booking enquiry
5th February 2026	FOWS	FOWS	Grant award, thank you received and permission to publicise award
6th February 2026	Resident	Resident	Road Safety concerns, acknowledged receipt
8th February 2026	PCC	PCC	Query re a grant application- form and policy forwarded
10th February 2026	HBBC Welfare Support Officer	HBBC Welfare support Officer	Request to attend company and games, date offered 16th April 2026, confirmed
16th February 2026	EA	EA	Request for updated contact, response received
16th February	Edible Links	Edible Links	Confirmation of next date for Witherley

20th February 2026	WOW RCC		Thank you for attending Company and Games
23rd February 2026	Warm Spaces Officer	Warm Spaces officer	Query re end of March reporting, Clarity given
27th February 2026	Warm Spaces Officer		Monthly Monitoring data, receipt acknowledged
27th February 2026	HBBC Planning Enforcement		Resident Concerns re local site, receipt acknowledged and action taken
5th March 2026	Warm Spaces Officer	Warm Spaces officer	Cancellation of planned visit to Company and Games, date rearranged
8th March 2026	Resident		concerns re new build off Kennel lane
9th March 2026	HBBC compliance and Monitoring Officer		Request for meeting
10th March 2026	Edible Links	Edible Links	Ambient Easter Egg supply for Company and games, receipt acknowledged
10th March 2026		HBBC Enforcement Officer	
12th March 2026	HBBC Compliance and Monitoring Officer		Meeting Arrangements
13th March 2026		HBBC Compliance and Monitoring Officer	Meeting Arrangements
15th March 2026	HBBC Compliance and Monitoring Officer		Meeting Arrangements

WANA Issues Log to 20th March 2026

30th October 2025	Public footpath from Ash lane to Atterton Lane	Reported by a resident Resolved - extra step added
	Fly Tip	Reported to HBBC STR777008669 Resolved
26th December 2025	Fly Tip- plasma screen Atterton Lane	Reported to HBBC STR777612786 Resolved
4th February 2026	Height and width of step up to Style, Atterton Lane	Reported

Witherley & Atterton Neighbours Association

Profit & Loss	To date	12 mnth to 18/3/26
Income		
Company&Games grants	2,391.00	1,200.00
Sales	2,326.18	2,178.16
Ticket sales	7,115.69	3,415.60
Raffle ticket sales	2,217.19	1,183.19
Donation	3,697.90	1,496.10
Total Income	17,747.96	9,473.05
Expenses		
Room hire	-1,483.15	-793.15
Performer	-1,230.00	-680.00
General Expenses	-7,208.20	-5,084.83
Float	0.00	30.00
Company&Games	-686.36	-56.00
Grants	-1,823.72	-1,298.72
Total Expenses	-12,431.43	-7,882.70
TOTAL SURPLUS	5,316.53	1,590.35

WANA Grant Application

Grant application number WANA REF 02d032026

Mar 15, 2026, 03:14 AM

Name of Organisation: Witherely Parish Room

Main Contact

First name: supplied

Last name: supplied

Email: witherleyparishroom@yahoo.com

Phone:

Title and outline of project:

Money needed towards the flooring in the main room to be sanded, treated, repaired, vanished and a new microwave.

Please list the intended outcomes of the project:

The Microwave has already been purchased, and the floor will be nice when completed as this is the original flooring and it is over a hundred years old.

List the costs you would like us to fund. (You should use budget headings, rather than a detailed list of items. For example, if you're applying for pens, pencils, paper and envelopes, using 'office supplies' is fine. Please enter whole numbers only.)

£100 towards the Microwave and £400 towards the flooring.

Tell us the total cost of your project (This is the cost of everything related to your project, even things you aren't asking us to fund.)

£113.95 is for the microwave which has already been purchased and £3,694.00 is for the flooring.

What is the timescale for the project?

Approx within the next three months

How will the success of the project be measured

Checks whilst it is being done and the up keep of the parish rooms with be well maintained keeping it all nice for this lovely village

Signature of person completing the application Signed

Date

Mar 15, 2026

The completed form must be submitted by the 8th of the month to be eligible for consideration at the next

WANA Steering Group.

The Secretary reserves the right to request further information from the applicant if necessary.



Witherley and Atterton Neighbours Association (WANA)

General Rules v3

1. What WANA wants residents to be involved in

- Voicing their views.
- Making choices.
- Monitoring, reviewing, and saying what you think about services that are provided by various bodies.
- Deciding how the local area should be improved.
- Developing a better sense of community spirit and identifying ways in which this can be done including social activities.

2. General rules

WANA will:

Have a recognised constitution which sets out the aims and objectives and is agreed by WANA members.

Clarify responsibilities and ensure accountability.

Provide a formal mechanism for making decisions.

Determine other rules as and when needs arise such as in the formation of sub groups.

3. Policies and procedures

WANA will abide by the following policies and procedures **which will be reviewed and updated as required, :**

Equal Opportunities

General Data Protection Regulations (GDPR)

Code of Conduct

Safeguarding

Handling money

Conflict of Interest

4. Roles of Steering Group members

The committee is a group of people who are elected by members to:

- Represent all group members at meetings.
- Carry out the decisions of the group.
- Put forward the views of the group at meetings with outside bodies.
- Take responsibility for decisions and feedback its work to group members through general meetings and newsletters.
- Put the views and needs of group members into actions.
- Share out tasks so that everyone feels involved.

The Steering Group shall comprise:

Chair

Vice Chair

Secretary

Treasurer

Ordinary Members

Officers serve for a period of two years, nominations are invited one month before the Annual General meeting, elections take place at the Annual General meeting.

Other roles will be decided by WANA members and might include leads for fundraising, social events, marketing for example.

5. Meetings

5.1 Steering Group meetings – These are open meetings open to all residents of Witherley and Atterton. These meetings will provide the oversight, governance assurance and the decision-making body for WANA

5.2 Subgroup meetings

To enable effective operation of Subgroups, they are permitted to make decisions without reference to the Steering Group, provided that decisions are made with the agreement of at least one officer, and are in line with the WANA strategies and objectives. Decisions will be published in the subgroup meeting notes where they can be seen by all members of the Steering Group. Any

Steering Group member may exceptionally, challenge a decision and call for the decision to be put to a vote.

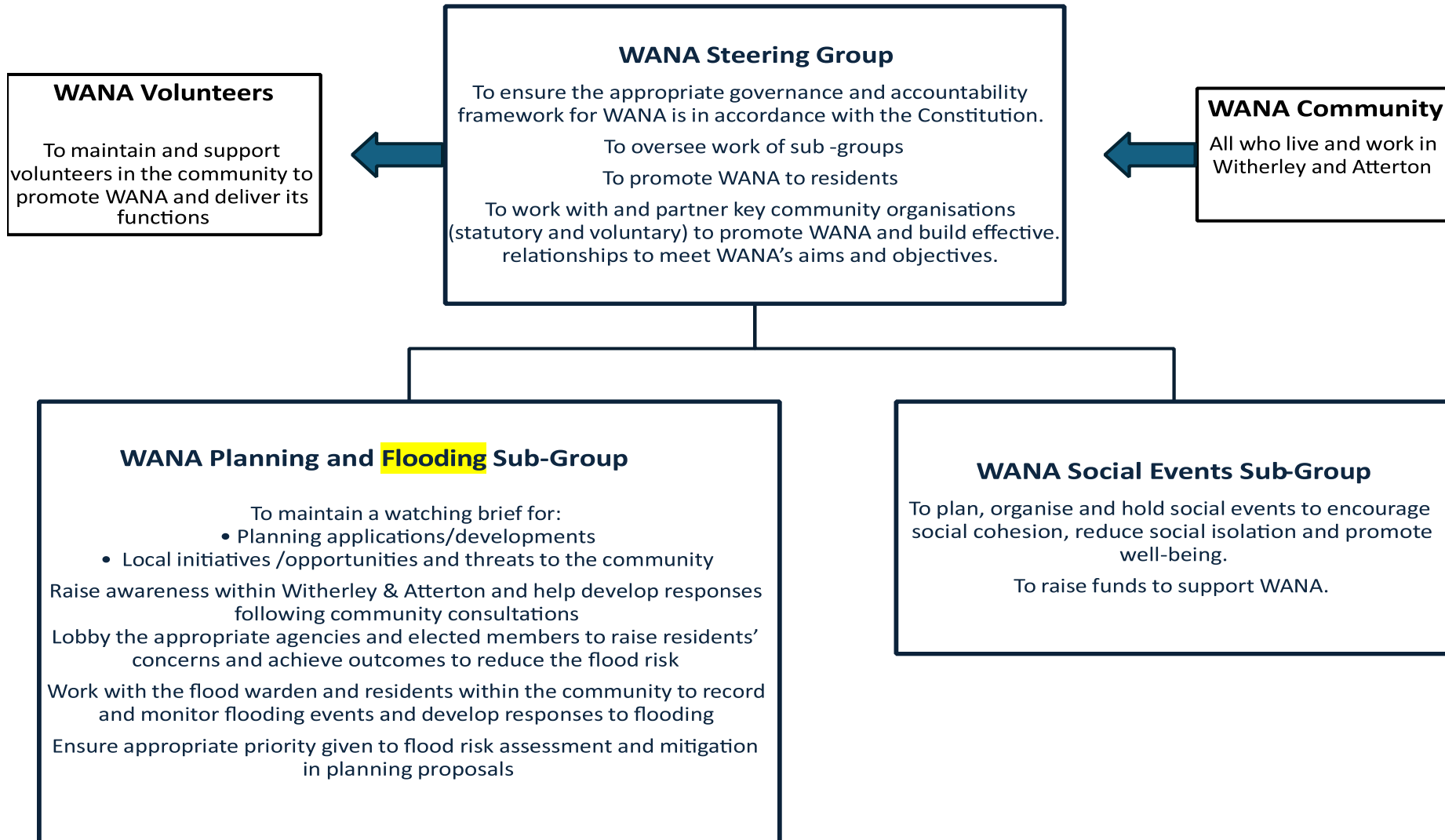
5.3 Annual General Meeting (AGM) – These are meetings to feedback the work of WANA over the previous 12 months, and consult with residents on key issues/topics and the work plan for the upcoming year

Document History

Agreed by the Steering Group 24th April 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 24^h March 2026





WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Witherley and Atterton Neighbours Association (WANA)

Code of Conduct (v2)

1. Purpose

The role of the Steering Group is to carry out the day-to-day business of WANA in an efficient, fair, and reasonable manner.

In taking decisions on behalf of WANA, Steering Group members must always be aware of their responsibility to represent all residents of Witherley and Atterton.

All Steering Group members will comply with the WANA Constitution and all associated policies and procedures at all times.

WANA will provide each new Steering Group member and volunteer with appropriate support and will ensure they are made to feel welcome.

2. Standards of Behaviour

Members of WANA shall conduct themselves in a manner that does not cause offence to others.

Racist, sexist, inflammatory remarks, or any form of abusive behaviour will not be tolerated.

Steering Group members and volunteers must:

- Treat others with respect and courtesy
- Recognise that everyone is entitled to express their views
- Avoid personalising issues or disagreements

3. Managing Inappropriate Behaviour

The Chair of the Steering Group has the authority to warn an offending member if inappropriate behaviour occurs.

If the behaviour continues, the member may be asked to leave the meeting and not attend further meetings until further notice.

In such circumstances, the Steering Group must arrange a time and date to discuss the incident with the individual concerned and decide on an appropriate course of action.

4. Transparency and Accountability

The Steering Group must operate in a transparent manner in the activities and decisions it undertakes on behalf of WANA.

Decisions will be made either by unanimous agreement or by a simple majority of those present. Members in the minority must be prepared to accept the majority decision.

5. Conflicts of Interest

Steering Group members must never use their position to seek preferential treatment for themselves, their family, or relatives.

Any potential personal interest that could reasonably be perceived as influencing decision-making should be declared and managed appropriately.

6. Attendance and Commitment

Steering Group meetings must be held at times that are convenient to the majority of Steering Group members.

If a Steering Group member fails to attend three consecutive meetings without good reason, they may be asked to resign from the Steering Group.

A record of attendance will be kept for each meeting.

7. Breaches of the Code of Conduct

A serious breach of this Code of Conduct may result in a Steering Group member being asked to resign, following discussion by the Steering Group.

8. Volunteers

This section applies to all volunteers working on behalf of WANA.

Volunteers are expected to:

- Act in a manner that reflects the values, aims, and objectives of WANA
- Conduct themselves with respect, courtesy, and fairness
- Follow the principles and standards set out in this Code of Conduct, as relevant to their role
- Work within agreed roles and boundaries, taking direction from the Steering Group or a nominated lead where appropriate
- Raise any concerns about conduct, decision-making, or activities with a Steering Group member in a constructive and timely manner

WANA will provide volunteers with appropriate support and guidance and will seek to ensure that volunteering with WANA is a positive and inclusive experience.

Serious or repeated breaches of expected standards of behaviour may result in a volunteer being asked to step back from their role, following discussion with the Steering Group.

Document History

Agreed by the Steering Group 26th March 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 24^h March 2026

Code of Conduct

The role of the steering group is to carry out the day-to-day business of WANA in an efficient, fair and reasonable way.

In taking decisions on behalf of WANA, steering group members must always be aware of their responsibilities to represent all residents of Witherley and Atterton.

All steering group members will comply with the constitution and all policies at all times.

WANA will provide each new steering group member and volunteer with appropriate support and make them always feel welcome.

Members of WANA shall conduct themselves in a manner that will not cause offence to others. Racist, sexist or inflammatory remarks or abusive behaviour will not be tolerated.

The chair of the steering group has the right to warn an offending member. If the offending member persists they will be asked to leave the meeting and not attend another meeting until further notice. The steering group must arrange a time and date for them to discuss the incident and decide on a course of action.

The steering group must be transparent in the activities that they carry out.

Personal interests of WANA steering group members

WANA steering group members must never use their position to seek preferential treatment for themselves, their family or relatives.

General

Steering group members must never personalise issues and must be willing to recognise that everyone is entitled to express their opinion.

A serious breach of any of the steering groups' code of conduct may result in a steering group member being asked to resign.

The steering group will make decisions based on their being a unanimous agreement or a simple majority of those present. Minority voters must be prepared to accept the majority decision.

Steering group meetings must be held at times that are convenient to the majority of the steering group members. If a steering group member fails to attend three consecutive meetings without good reason they may be asked to resign from the steering group.

A record of attendance will be kept for each meeting.

Document History

Agreed by the Steering Group 26th March 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 24^h March 2026



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Safeguarding Policy

The purpose of this policy statement is:

To safeguard children, young people and vulnerable adults who participate in WANA activities from harm.

Children are people under 14 years of age

Young people are 14 to 17 years of age

Vulnerable Adults are people who are 18 years of age or older who are unable to provide for their own needs and protect themselves against abuse or serious exploitation due to impairment of mental, physical and emotional function.

To provide overarching principles that guide our approach to safeguarding. This policy applies to anyone working on behalf of WANA, including volunteers and contractors.

Legal framework: This policy has been drawn up based on legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in England.

We believe that: Children, young people and vulnerable adults should never experience abuse of any kind.

We recognise that: Everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.

Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people and vulnerable adults, their parents, carers and other agencies is essential.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them.
- appointing a lead for safeguarding.

- adopting safeguarding best practice through our policies and procedures.
- always ensuring that a parent, guardian or another nominated adult by the parent is present when children are engaged in WANA activities.
- making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern.
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents, families and carers appropriately.
- using our procedures to manage any allegations appropriately.
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where volunteers, children, young people, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details:

NSPCC Helpline 0808 800 5000

WANA Lead for safeguarding: Kim Liggins email: kimliggins28@gmail.com

Policy Review:

We are committed to reviewing our policy and good practice annually.

Document History

Agreed by the Steering Group 26th March 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 24^h March 2026

Safeguarding Policy

The purpose of this policy statement is:

To safeguard children, young people and vulnerable adults who participate in WANA activities from harm.

- Children are people under 14 years of age
- Young people are 14 to 17 years of age
- Vulnerable Adults are **people who are 18 years of age or older** who are unable to provide for their own needs and protect themselves against abuse or serious exploitation due to impairment of mental, physical and emotional function.

To provide overarching principles that guide our approach to safeguarding. This policy applies to anyone working on behalf of WANA, including volunteers and contractors.

Legal framework:

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in England.

We believe that:

Children, young people and vulnerable adults should never experience abuse of any kind.

We recognise that:

Everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.

Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people and vulnerable adults, their parents, carers and other agencies is essential.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them.
 - appointing a lead for safeguarding.
 - adopting safeguarding best practice through our policies and procedures.
 - always ensuring that a parent, guardian or another nominated adult by the parent is present when children are engaged in WANA activities.
 - making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern.
 - using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents, families and carers appropriately.
 - using our procedures to manage any allegations appropriately.
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
 - building a safeguarding culture where volunteers, children, young people, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details:

NSPCC Helpline 0808 800 5000

WANA Lead for safeguarding: Kim Liggins email: kimliggins28@gmail.com

Policy Review:

We are committed to reviewing our policy and good practice annually.

Document History

Agreed by the Steering Group 26th March 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 24^h March 2026



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Sustainability Policy

WANA aims to

- promote well-being by facilitating social interaction with a variety of community events
- increase environmental awareness among residents by encouraging deeper connections with nature and by taking community action
- engage with all residents and in particular young people

What is happening already

A programme of events including social gatherings and family exercise activities. Community actions such as litter, picking and garage sales where people can exchange items they no longer use. We use our website and social media and produce a monthly newsletter to share the WANA story to enhance our community's unique sense of place and promote environmental responsibility. Development of a wildlife garden for the community with nature diary activities aimed in particular at younger children.

At WANA, we will

- take care of each other and support each other in upholding our policies to ensure everyone's safety.
- value every individual, and through our leadership and governance structure, provide a platform to voice opinions and contribute to our collective success.
- be mindful of our approach to materials and resources and reduce, reuse and recycle wherever possible.

We will regularly review progress in all areas towards our sustainability goals and make necessary adjustments to ensure we continue positively impacting the environment and the community.

Policy Review:

We are committed to reviewing our policy and good practice annually.

Document History

Agreed by the Steering Group April 2024

Reviewed and agreed by the Steering Group 20 November 2024

Reviewed and agreed by the Steering Group April 2025

Reviewed and agreed by the Steering Group 24^h March 2026



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Equal Opportunities Statement

Equal Opportunities Statement

Witherley and Atterton Neighbourhood Association (WANA) is committed to promoting equality, inclusion, and respect for all members of the local community.

WANA will:

- Promote equality of opportunity for all residents and participants in its activities.
- Encourage participation from across the community and aim to ensure that meetings, events, and group activities are welcoming, accessible, and inclusive.
- Strive to reflect the diversity and needs of the local area wherever possible.
- Encourage all members and volunteers to contribute to a positive, respectful, and inclusive environment.

WANA supports the principles of fairness and non-discrimination and aims to ensure that no individual is treated less favourably because of personal characteristics, background, or circumstances.

Any resident who feels they have not been treated fairly or equally in relation to WANA activities or steering group work is encouraged to raise their concern with a member of the elected committee or steering group. Concerns will be considered respectfully and, where possible, addressed in a fair and constructive manner.

Policy Review:

We are committed to reviewing our policy and good practice annually.

Document History

Agreed by the Steering Group 26th March 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 24^h March 2026

Witherley and Atterton Neighbourhood Association (WANA) will:

- Be committed to ensuring equality of opportunity to all local residents.
- Take steps to ensure that we are as representative of the local community as possible and that all our meetings and any other group activities are accessible and welcoming to all .

Each individual member of WANA will be responsible for helping the group to meet these aims.

In terms of the neighbour's association activities or steering group work, any resident who feels that they have not been treated fairly and equally by WANA can raise this with the elected committee, or any member of the steering group.

Policy Review:

We are committed to reviewing our policy and good practice annually.

Document History

Agreed by the Steering Group 26th March 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 24^h March 2026



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Witherley and Atterton Neighbours Association (WANA) Data Protection Policy (v2)

1. Purpose

This Data Protection Policy explains how WANA protects people's **privacy** and their **right to understand** why personal data is collected, stored, and used.

WANA is committed to handling personal data **lawfully, fairly, and transparently**, in line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This policy should be read alongside the **WANA General Rules** and **Code of Conduct**.

2. What Is Personal Data?

Personal data is information about a person that can **identify that individual**, either on its own or when combined with other information held by WANA.

Personal data may be stored **electronically or on paper** and includes, but is not limited to:

- Names and contact details
- Images and photographs
- Audio recordings
- Written records, correspondence, and meeting notes

The collection, storage, use, sharing, amendment, and deletion of personal data is known as **"processing"**.

3. Lawful Basis for Processing

WANA processes personal data only where it is **necessary** to:

- Operate the association effectively
- Communicate with residents, members, and volunteers
- Organise meetings, activities, and events
- Meet its responsibilities under its Constitution and General Rules

Where required, WANA will seek **consent** before collecting or using personal data.

4. Responsibility

The **elected Steering Group officers** (Chair, Vice Chair, Treasurer, and Secretary) are responsible for ensuring that this policy is followed.

All Steering Group members, co-opted members, volunteers, and sub-groups are responsible for **observing this policy** in all areas of WANA's work, in line with the **Code of Conduct**.

5. Data Retention

WANA will normally retain personal data for a maximum of **three (3) years**.

- Information will be reviewed and updated every three years
- Personal data may be deleted sooner where it is no longer required
- Individuals may request that their personal data be removed at any time

6. Data Security

WANA will take **reasonable and proportionate steps** to ensure that personal data is:

- Stored securely
- Accessed only by those who need it for WANA purposes
- Protected from unauthorised access, loss, or misuse

7. Rights of Individuals

Individuals have the right to:

- Request access to their personal data
- Request correction of inaccurate or incomplete data
- Request deletion of their personal data, where appropriate

Requests relating to personal data should be made to the **WANA Secretary**.

8. Information Commissioner and Compliance

WANA will complete the **Information Commissioner's Office (ICO) self-assessment** at least annually to assess data protection compliance and to determine whether registration with the ICO is required.

- Self-assessment completed:
- Outcome: **No Registration required , No registration fee required**

9. Policy Review

This policy will be **reviewed annually**, or sooner if there are changes to legislation, guidance, or WANA activities.

Self assessment completed 7th February 2025

No fee required

Self assessment completed 19th March 2026

No Registration with the ICO required

Policy Review:

We are committed to reviewing our policy and good practice annually.

Date Reviewed:

March 2024

March 2025

Reviewed and agreed by the Steering Group 24^h March 2026



WANA 

WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

WANA Objectives 2025

Ref	Objective	Review Date 1 st August 2025	Risk to Delivery	Review March 2026
1.	Promote WANA to residents of all ages as a vehicle for reducing social isolation and improving social cohesion	Social events well attended. Programme of social activities planned through to mid January 2026.		Monthly newsletter delivered to all households. A variety of social events with appeal to all age groups delivered. The December 2025 event was attended by a wider cross section of age groups.
2.	Contribute to the multi-agency partnerships to reduce the risk and impact of flooding	Positive engagement with LCC and Environment Agency since the meeting convened by Dr L Evans, MP		The Planning Subgroup have effectively led engagement with HBBC, LCC and the EA.
3.	Maintain an effective working relationship with HBBC to raise resident issues and concerns	Have maintained contact. Last written communication and telephone call regarding safety of the Bull Public house. HBBC regarded it as safe.		HBBC Planning and Enforcement have engaged positively with WANA.
4.	Work towards an effective partnership with Witherley Parish Council.	Minimal progress with establishing a positive relationship.	Lack of engagement from Witherley parish Council despite numerous letter inviting WPC to meet with WANA.	Engagement with Witherley Parish Council remains a key focus for WANA.
5.	Deliver the planned social events programme for 2025, including the Witherley August Bank Holiday Event	Baroness of Bolsover event was very successful, with many attendees reporting that it was a 'fabulous event'. Witherley Weekender 22-25 th August 2025		The social events subgroup has continued to deliver regular well attended events. A comprehensive list of suggestions was made by residents attending the AGM in January 2026, many of which are being incorporated into the

Ref	Objective	Review Date 1 st August 2025	Risk to Delivery	Review March 2026
				social events calendar for 2026.
6.	Continue to support the delivery of Company and Games and provide evidence of effective use of the Making a Difference Grant	Company and Games has an average attendance of 21 each week, positive comments from attendees received as part of evaluation for HBBC. Attendees requested bingo be played and to have quizzes- both implemented. HBBC Warm spaces Co-ordinator made contact with a request to include Company and Games in the Borough Warm Spaces Directory.		Company and Games is an established part of the weekly social activities in Witherley. Weekly attendance is between 26-32 adults. In October 2025 it was designated a Warm Space and awarded a grant of £1200



WANA 

WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

WANA Objectives 2026-2027

Ref	Objective	Review Date 1 st August 2026	Risk to Delivery	Final review March 2027
1.	Promote WANA to residents of all ages as a vehicle for reducing social isolation and improving social cohesion			
2.	Contribute to the multi-agency partnerships to reduce the risk and impact of flooding			
3.	Maintain an effective working relationship with HBBC to raise resident issues and concerns			
4.	Work towards an effective partnership with Witherley Parish Council.			
5.	Deliver the planned social events programme for 2026/7			
6.	Continue to support the delivery of Company and Games and provide evidence of effective use of the Making a Difference Grant			

WANA Traffic and Road Safety Concerns - Survey

Many villagers have expressed concern over a number of traffic and road safety issues and as mentioned at the WANA AGM we are happy to take up these issues with the appropriate authorities. To enable us to do this in the knowledge that we truly reflect the wishes of the village as a whole, we would be grateful if as many people as possible could complete the attached survey in as much detail as you wish in the free format boxes, we would also be grateful if you could answer the specific questions as well. The survey will be conducted anonymously.

1. What are your parking concerns and suggestions?

- | | | |
|--|------------|-----------|
| a. Do you consider parking on Bridge Lane near the junction with the A5 to still be a significant problem? | Yes | No |
| b. Do you consider parking on the verges on the A5 restricts the view of oncoming traffic and requires action? | Yes | No |
| c. Do you consider inconsiderate parking on pavements and verges in other parts of the village to be a problem? (if so, please state where). | Yes | No |

2. What are your traffic concerns and suggestions?

- | | | |
|---|------------|-----------|
| a. Is the speed of traffic on Kennel Lane considered to be excessive? | Yes | No |
| b. Should traffic calming measures be considered? | Yes | No |

If you believe traffic calming would be appropriate what measures should be considered:

- | | | |
|-------------------------------------|------------|-----------|
| c. Speed bumps | Yes | No |
| d. Chicanes | Yes | No |
| e. Single file width restriction(s) | Yes | No |

3. What are your environment concerns and suggestions?

a. Is the widening of Kennel Lane desirable?	Yes	No
b. Is there a need to improve the Kennel Lane/A5 junction eg. Increase radius on corner to minimise likely hood of vehicles having to stop when turning into Kennel Lane	Yes	No
c. Is there a need to improve junction at Bridge Lane	Yes	No

4. Do you have any other road safety and traffic concerns or suggestions not already identified?

Thank you for completing this survey which will be collected by a WANA representative in a few days.

Annual Report for Witherley Parish Council

Introduction

WANA was formed in January 2024 and celebrated its second year at the AGM in January 2026. The steering group which is made up of volunteers meets monthly to discuss and guide the work of WANA, based on consultation with the residents. There are two subgroups, one for social activities and a planning subgroup.

WANA has an active group of volunteers who support the work of WANA.

Achievements

Following on from the successful first year WANA has continued to grow and develop. The success and achievements are all made possible by consulting with residents and working with WANA volunteers.

During 2025 WANA has:

Arranged First Aid and defibrillator training sessions for residents which have all been well attended.

Continued to design and print a monthly newsletter and calendar of events which is delivered to every household in Witherley and Atterton.

Organised more litter picks where groups of volunteers have collected litter from the villages and the lanes. A significant amount of litter has been collected as a result.

Worked with the flood warden and residents to highlight the impacts of flooding on Witherley and Atterton. WANA is providing information to Dr Evans MP, The Environment Agency, Severn Trent and Leicestershire County Council.

Organised and delivered several social activities and events over the year and has a number of activities planned across 2026.

Worked with Witherley Memorial Playing Field for the Witherley Weekender event and for the annual Armistice Day commemoration.

Replanted flower beds on Riverside.

Continued the weekly Company and Games sessions in Witherley Football Club which is now a designated Warm Space. The session is open to all age groups and has good attendance with Witherley School children visiting during term time to interact with residents.

WANA has successfully raised over £5000 and has a grant scheme open to village organisations. WANA has donated two new hand driers and a water heater urn to the Parish Room, for the benefit of all who use it.

Next steps

WANA will continue the momentum of its successes in the first and second years. WANA will work to forge working relationships with other groups and bodies in order to promote effective working with the ultimate aim of support for the residents.

The full annual report for WANA can be accessed here:

https://video.wixstatic.com/video/c552f6_43dcbd6ead264263b16b19c97b8fc5d7/file



WANA
Wetherley Atterton Neighbours Association
wana.org.uk
hello@wana.org.uk

WANA steering group dates 2026

Annual General Meeting 2027

All monthly meetings commence 19.00hrs

AGM time to be confirmed

Wednesday	4 th February
Tuesday	24 th March
Wednesday	29 th April
Tuesday	19 th May
Wednesday	17 th June
Tuesday	21 st July
Wednesday	19 th August
Tuesday	22 nd September
Wednesday	21 st October
Tuesday	24 th November
Wednesday	16 th December
AGM Saturday	16 th January 2027 Time to be confirmed
Wednesday	3 rd February 2027