



WANA
Wetherley Atterton Neighbours Association
wana.org.uk
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WANA Steering Subgroup Minutes DRAFT v3
Tuesday 22nd October 2024 6.30-7.30pm
Wetherley Parish Room

Present: Kim Liggins, Chair (KL), Dayle Flude, Vice Chair (DF); Lynne Lainé, Secretary (LL), Roger Lainé, Treasurer (RL), Jackie Albrighton (JA); Joy Simpson, Social Events subgroup Chair (JS) Pat Helyer (PH); David Hickie (DH), Tony Carter, Flood Warden (TC), Rob Flude (RF), Richard Wade, Planning subgroup Chair (RW), Mick Humble (MH), Denise Bloomer (DB)

Apologies: Margaret Hickie (MH), Ian Rawson-Mackenzie (IRM); Clare Wharton (CW), Keith Simpson (KS), Sarah Smith (SS), Jan Humble (JH), Rod Bell (RB),

	Item	ACTION
1.	Meeting Commenced at 18.30hrs KL welcomed all to the meeting, introduced Denise Bloomer to members and accepted apologies.	
2.	Draft Minutes meeting 19th September 2024 The minutes were agreed as an accurate record of the meeting.	
3	Matters Arising Open and in progress actions on the action log reviewed:	
3.1	The following action log items were discussed: 19092024 minute 4.1 Wetherley Parish Council (WPC) nonresponse to correspondence including the letter dated 22 nd September 2024 requesting a	3.1 Letter to WPC summarising all non-response to be sent.
3.2	response.	

3.3 3.4 3.5	<p>19092024 minute 6.1 WANA Notice Board- costs explored, wall mounted aluminium framed notice boards cost in region £370-400. Post supported notice boards in aluminium cost £400-600. Site options discussed, agreed that it is not a current budget priority as newsletter is distributed to every household, and posters for events are displayed in numerous village locations. Decision to defer to AGM and ask residents if a WANA notice board is required.</p> <p>14082024 minute 6.1, photographs to be added to six-month report, in progress.</p> <p>16072024 minute ref 6.0 infographic in progress</p> <p>16072024 minute ref 10 Book about Witherley- location unknown</p>	<p>3.2 Notice Board consultation at the AGM</p> <p>3.5JA to liaise with the author to try and glean any further information to support identifying its whereabouts.</p>
4. 4.1 4.2 4.3 4.4 4.5	<p>Correspondence</p> <p>Correspondence log reviewed: Freedom of information request to Leicestershire County Council response received on the 17th September and circulated to all members.</p> <p>Response received on the 20th September from HBBC planning re Hunt Walk signage circulated to all members.</p> <p>Correspondence since the September meeting has been focussed on the flooding. Thanks were given to DB for copying WANA into all flooding correspondence.</p> <p>Response received from Lesley Keal at HBBC re s106.</p> <p>A request has been received from a Ratcliffe Culey resident for a copy of the Local Plan Consultation response. It was agreed that as the individual neither resides or works in Witherley or Atterton the request would be declined, and advice given that HBBC will publish consultation responses in due course.</p>	<p>4.5 Response declining request to be sent.</p>
5	<p>Issues Log</p> <p>Received and noted.</p>	
6 6.1 6.2 6.3	<p>Treasurers Report</p> <p>RL presented the monthly financial summary in a revised format.</p> <p>The Cash Position as 8th October 2024 is £3,403.</p> <p>The Income from Gary Googlay Event was £606.</p>	

6.4	Ticket Sales for the upcoming Soul House Blues event, the funds for 28 tickets have been received, the funds from remaining 35 tickets will be used to make a cash payment to the band. An on the night raffle is planned.	
6.5		
6.6	Spend to date against Company and Games Grant £352.10, this includes expenditure on the food handling and allergy course and the purchase of games and storage boxes.	6.6 RL to review capacity and forward information to all
6.7	<p>Marquee for August 2025</p> <p>RL reported that quotes have been sought, Marshalls have responded with the most competitive options.</p> <p>Option 1: 9m x 15m, 135 sqm with carpet suitable for dancing and lighting, £1840</p> <p>Option2: 9m x 18m, 162sqm with carpet suitable for dancing and lighting, £2115</p> <p>For comparison the Parish Room is 72sqm.</p> <p>Following a discussion, all agreed to proceed with option 1, RL to confirm capacity.</p> <p>25% deposit required, a lower deposit to be requested.</p> <p>IRM has kindly offered to provide chairs and tables.</p>	6.7 RL to request lower deposit
7	Statement for approval:	
7.1	<p>WANA Cash and Bank Handling Statement v5</p> <p>RL explained that the addition to the Cash and Bank Handling Statement v5 reflects the Lloyds banking functionality to support cash flow forecasting.</p> <p>Version 5 approved.</p>	
8.	Flooding	
8.1	The increasing frequency and severity of flooding of Mythe Lane and Atterton Lane was discussed at length.	
8.2	The multi-faceted causes of the Witherley flooding are recognised and the challenge and frustration from attempts to liaise with the separate agencies.	
8.3		
8.4	<p>TC Flood Warden and DB have been extremely proactive in lobbying the different agencies, raising awareness of the Witherley issue by making best use of their in-depth knowledge of causes of the flooding to help the agencies appreciate the breadth of the</p>	

8.5	<p>issue, the damage to homes and the impact on residents. It appears that the agencies are starting to listen to TC and DB.</p>	8.4 Letter to Dr Luke Evans re invite to WANA reps to the meeting on the 13 th December.
8.6	<p>Dr Luke Evans is convening a meeting on the 13th December in Witherley Parish Room, the time as yet has not been notified to TC or DB, a letter to be sent to Dr Evans requesting a delegation from WANA, TC and DB be formally invited.</p> <p>LCC are holding a meeting 2-6pm 7th November 2024 for attendees to discuss flooding issues with the main agencies - the planning subgroup to agree a delegation to attend.</p> <p>RW has been actively seeking an in-person meeting with Severn Trent, an offer of a TEAMS online meeting has been made for the 1st November. RW will confirm details with the planning subgroup.</p>	8.5 & 8.6 RW to confirm attendees for the LCC 7 th November meeting and Severn Trent Meeting details.
9.	Dog Fouling	
9.1	There is an ongoing issue of dog fouling, the difficulty of identifying the offenders discussed, recognising that there are people who drive to the village to walk their dogs. A particular issue noted is that of owners who walk dogs on the pavements off lead.	
9.2	A resident requested, via Witherley Facebook a Dog litter bin at the end of St Peters Ave. The request has been passed to Witherley Parish Council as they will be responsible for installing a bin and ensuring it is added to the contract for it to be emptied.	9.3 A request to Streetscene for pavement clean it up markings to be reapplied in hot spot areas.
9.3	Confirmation of receipt of the request received from the Parish Council Clerk.	
9.4	<p>HBBC Streetscene, at the request of WANA, have previously sprayed the pavements with the clean it up sign.</p> <p>A proposal was made and agreed to invite Witherley Primary School to design some posters for display around the village. Gift tokens to be used for prizes for the best entry.</p>	9.4 Witherley Primary School to be invited to draw posters highlighting issue.

10.	Subgroup feedback:	
10.1	<p>Social Events Subgroup</p> <p>JS update the steering subgroup on the success of the Gary Googlay event on the 5th October.</p> <p>At the last social events subgroup meeting it was agreed that future ticket sales for events will be capped at 60 – this will ensure the comfort and space for attendees. The room is insured for 70.</p> <p>The next event is the Soul House Blues night which is a sell out event.</p> <p>Upcoming events:</p> <p>Curry & Bingo 25th January</p> <p>Quiz night 22nd February.</p> <p>Bonkers Bingo 15th March</p> <p>Baroness of Bolsover on the 12th April.</p> <p>Company and Games launches on Thursday 24th.</p>	
10.2	<p>Planning Subgroup</p> <p>The planning subgroup have met where the main focus was on the flooding issues, RW confirmed this had been covered under item 8.</p>	
10.3	<p>Newsletter</p> <p>LL reported that the November newsletter is with the printer and was updated over the weekend to reflect the Parish Council changes.</p>	
11.	<p>Volunteer Thank you.</p> <p>A discussion on how a formal thank you can be made to WANA volunteers.</p> <p>Agreed that the AGM would be an appropriate time, it will also be an opportunity to confirm What's App Subgroup membership.</p>	Add to AGM agenda
12.	<p>Any Other Business:</p>	
12.1	<p>Asset register- proposal as to whether WANA needs an asset register now there are 2 Defibrillators, the Riverside bench and the assets recently purchased for Company and games. Discussion whether items are depreciated or not. WANA insurance will need to be reviewed.</p>	Draft asset register to be presented at the November meeting
12.2	<p>National Flood Forum- KL has registered for the newsletter and has made an enquiry whether any assistance or advice can be had from the forum. TC advised that membership is costly.</p>	

13.	Items for Next Meeting: 6-month review: Sustainability Statement Draft asset register	
14.	Date of Next meeting: Wednesday 20 th November 2024 7.00-8.00pm Witherley Parish Room Apologies received from Roger and Lynne Lainé	

KL closed the meeting at 19.48 and thanked all for attending.

WANA Steering Group Action Log updated 4th November 2024

Date	minute no.	Action	Lead	Open/Closed	Action update	
22/10/2024	3.1	Letter to WPC summarising all non-response to be sent.	LL/KL	Closed	letter sent 23rd October 2024	
22/10/2024	3.5	JA to liaise with the author to try and glean any further information to support identifying its whereabouts of the History of Witherley book	JA			
22/10/2024	4.5	Response declining request for copy of Local Consultation response to be sent to a non resident	LL/KL	Closed	Email sent 23rd October 2024	
22/10/2024	6.6	RL to review marquee capacity and forward information to steering group	RL	Closed	Steering Group notified via What's App	
22/10/2024	6.7	Lower deposit for Marquee to be requested	RL	Closed	Deposit to be paid in two instalments . 1st Paid 25th October 2024. 2nd instalment due February and outstanding balance in August 2025	
22/10/2024	8.4	8.4 Letter to Dr Luke Evans re invite to WANA reps to the meeting on the 13 th December.	LL/KL/DF	Closed	Letter sent 23rd October 2024	
22/10/2024	8.5 & 8.6	RW to confirm attendees for the LCC 7 th November meeting and Severn Trent Meeting details.	RW	Closed	Agreed at the Planning subgroup, RW,RB & TC	

22/10/2024	9.3	A request to Streetscene for pavement clean it up markings to be reapplied in hot spot areas		Closed	26th October 2024 request registered with HBBC Streetscene	
22/10/2024	9.4	Witherley Primary School to be invited to draw posters highlighting issue.		closed	Email sent to school 26th October 2024. Posters Received, voting by WANA steering group and Volunteers complete	
22/10/2024	11	Volunteers thank you- to be included at the AGM		AGM 18th January 2025		
22/10/2024	12.1	Draft asset register to be presented at the November meeting		On agenda		
19/09/2024	6.1	The purchase of a WANA notice Board to explored- possible locations 10 Kennel Lane or Wall of Blue Lion.	LL	AGM 18th January 2025- public consultation	initial scoping complete- costs for wall mounted and post based boards forwarded to DF and KL	
14/08/2024	6.1	A selection of photographs to be added to the documents.	DF/LL/KL	closed	uploaded to wana.org.uk	
16/07/2024	6.0	DFKL/LL/CW/PH to add data and develop an infographic	DFKL/LL/CW/PH	In Progress		
22/05/2024	5.1	Sustainability policy, review in 6 months	KL	On agenda		

WANA Correspondence Log as at 6th November 2024

Date	correspondence to	Correspondence from	nature of correspondence	Outcome	Action
11/10/2024		DB	cc'd into possible source flooding on Atterton Lane		
11/10/2024		RA	notification of LCC meeting 7th novemeberb2024		
14/10/2024	HBBC Lesley Keal		s106 enquiry re Kennel Lane Development	response received 21/10/2024- no action required at this stage, wait for reserved matters stage.	
16/10/2024	Local Indian Restaurants		enquiry for quotes for curry night	one response, one nil response. quote out of budget	
16/10/2024	Twycross Village Hall		advice on running a curry night	response with helpful advice, Thanked	
20/10/2024	Indian Restaurant		enquiry for quote for curry night	initial response, no further response	
21/10/2024	HBBC Street scene		Litter pick equipment request	Confirmation equipment booked and change of date to 4th January 2025	
23/10/2024	MP Dr Evans		request to be part of the meeting on the 13th December	31st October response from Richard Allen, reply sent requesting to be part of meeting. 4th November Response from Dr Evans giving clarity on arrangements for 13th December meeting	
23/10/2024	WPC Clerk and cc'd to all Cllrs		Further letter re WPC non response to 9 letters and request to meet	No response, 12/11/2024 further email sent as WANA correspondence not on WPC meeting agenda for 14/11/2024	
26/10/2024	Witherley CE primary School		November digital newsletter		
26/10/2024	Witherley CE primary School		Letter of invite re to design Poster to raise awareness of Dog Fouling in the village	Posters Received	

26/10/2024	HBBC Clean Neighbourhood Team		Request for 'clean it up' spray sign request	acknowledgement received
5/11/2024	MP Dr Evans		Response letter and confirmation WANA would like to meet with the constituency team	

WANA Issues log as at 6 th November 2024		
4th October 2024	Fly tipping Atterton Lane reported to HBBC STR651923075	cleared by HBBC
6th October 2024	Request for Dog Litter Bin at top of St Peters Ave	Letter sent to WPC
3rd November 2024	Concern re Firework Display, level of noise from Bangs	
5th November 2024	Letter from residents re 'bomb' style fireworks exploding over houses, vibrations felt in house, pets stressed and frightened	added to the SG agenda for next meeting



Accounts to 9th November 2024

Grant	1,191.00 Co and Games grant
Raffles	426.00
Ticket sales	1,454.33 Bingo, GG, SHB
Other Income	1,605.74 Field Day, Donations
Insurance	0.00
Room Hire	-311.00
Admin	-338.40 incl Supplies, Licences
Sundries	-517.63 incl Games, Catering
Artists	-300.00 Bingo, GG
Marquee hire	-230.00 Deposit
Balance	2,980.04

This month:

Ticket sales slightly down due to refunds and reduction in capacity for SHB

Paid £230 deposit for marquee

Bought more supplies and games for Company and games

Spend v Company and Games grant: £441



WANA WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION 

SUSTAINABILITY STATEMENT

At the heart of WANA's mission is our community whose active participation and ideas shape our journey towards a more sustainable future. Together, we will foster a greater sense of community and take steps to reduce our impact on the natural environment.

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 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.

May 2024

Witherley And Atterton Neighbours Association Asset Register DRAFT

Asset Number	Item Description	Serial Number	Item location	Purchase Cost	Purchase date	Written down value 5 year
wana01	Defibrillator CU Medical Systems NFK200	P3U41A072	10 Hunt lane CV9 3LH	1500	April 2024	
wana02	Defibrillator CU Mdical systems NFK200	P3U41A227	Chapel Lane CV9 3LR	1500	May 2024	
wana03	Bench		Riverside	750	August 2024	
wana04	C&G selection of games itemised on inventory		Witherley united Football Club	191	September 2024	

WANA COMPANY and Games Inventory

Item	Description	Purchase cost
	Scrabble Board Game	£12.89
	Jig saw mat	£37.95
	Jig saw puzzle	£8.97
	Backgammon	£39.90
	Dice (1 pack of 10)	£0.99
	HB Pencils with eraser tip (1 pack of 12)	£1.39
	Plastic storage boxes x3	27.97
	Uno	6.89
	Draughts	6.99
	Rummikub	16.99
	Snakes and Ladders	6.75
	Connect 4	16.99
	Ludo	£6.99
		£191.66

WANA 6 Month Objective Review November 2024

Objectives agreed by the WANA steering Group August 2024

Ref	Objective	Review Date 1 st November 2024	Risk to Delivery
1.	Publish the 6-month review to the WANA membership and other relevant/interested parties.	6 month review approved at the steering Group August 2024 Published on wana.org.uk	
2.	Deliver the planned social events programme which extends into 2025.	Social events programme on target Events and dates set to mid-April 2025 Marquee booked for August Bank Holiday 2025	
3.	Establish a weekly social afternoon, company and games, focused on improving the wellbeing open to all residents.	Company and Games: Grant awarded by HBBC Launched October 2024 Publicised via WANA Newsletter, Parish Magazine, and Witherley Facebook Posters displayed around the Village	
4.	Conduct the first 6-month review of the effectiveness of its adopted constitution and policies.	Constitution reviewed with minor amendments and republished on wana.org.uk	
5.	Work towards an effective partnership with Witherley Parish Council.	Invitation to meet with WPC extended 3 times with no response from WPC	The Parish Council has not responded to communications

6.	Plan and execute the first WANA Annual General Meeting when there will be opportunity to promote, review activities, fundraising achievements and resources and form plans with residents to continue to deliver and improve WANAs contribution to community benefit.	AGM date booked 18 th January 2025 Date publicised in the December WANA newsletter	
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WANA 

WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

WANA Newsletter and Calendar Guidance DRAFT V2

1. Aim of the WANA Monthly Newsletter and Calendar

1.1) To provide residents with:

- information on local issues
- upcoming events
- highlights on hot topics
- an invite comments/involvement from residents
- a diary of dates for social events and booking details

1.2). To provide a monthly calendar of 'What's on' in Witherley and Atterton.

2. Newsletter Content

2.1) All content is to reflect the WANA Constitutional aim of being non political and non sectarian and may include :

- Village social events by local business and organisations.
- Requests from residents for the inclusion of specific items will be considered:
 - on merit.
 - relevance to the Newsletter recipients.
 - whether they meet the WANA constitutional aims.
 - whether it can be included within available space.
 - Whether there are other priorities that month that best meet the Newsletter aims as detailed in 1.1
- The Chair will make a final decision on any requests where there has not been a consensus on whether they meet the above criteria or a challenge from the requestor.

2.2) The WANA newsletter will not include:

- material which conflicts with the WANA aims
- commercial advertisements.

3. Newsletter Consultation

The Newsletter will undergo consultation and review as per the timetable during the monthly cycle.

The final sign off is with the Chair and Vice Chair.

Monthly Time Table

Date in month	Activity	Consultation
1-10 th	I. Start drafting v1. II. Share agreed initial draft text with Chair and Vice Chair III. Forward approved text to WANA volunteer to design layout IV. Following receipt of newsletter from WANA volunteer proof reading by Chair, Vice Chair & Secretary	Update Calendar: <ul style="list-style-type: none"> • Mobile library date • WI Date • Steering Group Date • Church events • Check with WUFC and Blue Lion for content.
11 th -15	I. Draft to be forward to all steering group with date for review; comments to be returned by agreed date to secretary II. Steering group to be given a minimum of three days to review/comment	<ul style="list-style-type: none"> • Provide paper copy to Parish Room Coordinator for review • Forward to Steering group
16-19 th	I. Final corrections and additions-final draft to Chair and Vice Chair final proof read	Chair to confirm final version
20 th	I. Final version, word and PDF version sent to be sent to Printer	Confirm with printer the number required and person who will receive printed copies for distribution
26-30 th	I. Receive printed copies II. Collate correct numbers for each area into a A4 plastic folder III. Confirm with Volunteers availability to deliver the newsletter this month IV. Take delivery V. Distribute to named volunteers for distribution to all households before 1 st month	

Monthly distribution List

Road	Number of properties	WANA Bee Volunteer
Atterton lane	26	
Bridge Lane	5	
Chapel Lane	4	
Church Road	12	
Hall Lane	40	
Home Farm Close	12	
Hunt Lane	18	
Hunters Walk	18	
Kennel Lane 8 new development at Kennels	52	
Mill Lane	10	
Mythe Lane & Farms	5	
Orchard Close	30	
Post Office Lane	12	
Riverside	12	
St Peters Ave	51	
St Peters Close		
Watling Street	19	
Atterton Including notice board	16	
Witherley Football Club	6	
Witherley School	digital	
Parish Room	3	
Blue Lion	6	
Church	10	
Witherley Notice Board	2	
Total Witherley & Atterton	369	

Steering Group Dates 2024

Date	Time	Venue
Tuesday 26 th March	7-8pm	Parish room
Wednesday 24 th April	6.30-7.30pm	Parish room
Wednesday 22 nd May	7-8pm	Parish room
Thursday 20 th June	6.30-7.30pm	Parish room
Tuesday 16 th July	7-8pm	Parish room
Wednesday 14 th August	6.30-7.30pm	Parish room
Thursday 19 th September	7-8pm	Parish room
Tuesday 22 nd October	6.30-7.30	Parish room
Wednesday 20 th November	7-8pm	Parish room
Thursday 19 th December	6.30-7.30pm	Parish room