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

WANA Steering Group Minutes

Wednesday 22nd September 2026 DRAFT V1
Witherley Parish Room
7.00-8.00pm

Present: Kim Liggins, Chair (KL); Dayle Flude Vice Chair (DF); Lynne Lainé, Secretary (LL); Roger Lainé, Treasurer (RL); Margaret Hickie (MH); Jackie Albrighton (JA); Sarah Smith (SS), Pat Helyer (PH),

Apologies: Rod Bell (RB); Keith Simpson (KS); Ian Rawson-Mackenzie (IRM); Richard Wade, Planning subgroup Chair (RW); Tony Carter, Flood Warden (TC); Joy Simpson, Social Events subgroup Chair (JS); David Hickie; (DH);

Meeting commenced at 18.55 hrs

	Item	Action
1.	**Welcome and Apologies**: KL welcomed all to the meeting and accepted apologies. .	
2. 2.1	**Draft Minutes** Steering Group minutes of the 19th August 2026 **Agreed.**	
3. 3.1	**Matters Arising** Steering Group Action Log reviewed. 29/07/2026 Community Response Plan in progress 19/08/2026 Community Fridge Scheme open- information on Community pantries being sought 19/08/2026 Witherley School- Village Children priority admission to the school clarified. 29/04/2026 Company and Games- item closed	
4. 4.1	**Correspondence Log** Received and content noted	
5. 5.1	**Issues Log** No new issues reported .	
6 6.1 6.2	**Treasurers Report** WANA cash position as of 16th September 2026 £3,583.64	

6.3	Marquee, for the 2nd- 4th July 2027, first instalment of the deposit paid, the second instalment due February 2027 and the balance prior to the erection of the Marquee. Warm Spaces Grant for Company and Games- applications for grants of £600 open on the 1st October 2026. Application submission **agreed.**	
7. 7.1	**Charitable Incorporated Organisation** Draft reviewed, decision to defer submission and review in six months.	Review in 6 months
8. 8.1	**WANA Annual Objectives- Six month review** Progress against each objective reviewed and **agreed**	
9. 9.1 9.2 9.3	**Subgroup feedback:** **Social Events Subgroup:** Update received from LL ➢ The Retro Vinyl disco on the 3rd October. ➢ Christmas Afternoon tea on the 5th December. ➢ Planning for the Witherley Festival 2027 in progress. The SPs booked for the Saturday, with a Barn dance/Cèilidh on the Friday evening- quotes being requested. ➢ Advent Window trail in December- households being invited to decorate a window. **Environmental Subgroup** Update from JA: ➢ **Kennel Lane:** The proposed widening of Kennel Lane as part of the Cameron Homes site development is key focus of the subgroup work with ongoing communications between HBBC, LCC and Cameron Homes. ➢ **Flooding:** the priority is the desilting under Mythe Lane Bridge, in addition the flooding on Atterton Lane where the water is unable to drain into the Brook. ➢ **VAS:** no data available on the speed or the number of vehicles on Kennel Lane. KL to write to Parish Clerk to enquire what action is being undertaken to provide the data. **Newsletter- suggestions for November 2026:** ➢ Christmas Afternoon Tea 5th December ➢ Advent Calendar ➢ Foraged Fruit event in February 2027 ➢ Company and Games- make offer to potential attendees that they can request to be accompanied to Company and Games ➢ Flooding improvement- once work completed	KL to write to Clerk re VAS
10. 10.1	**Any Other Business**	

10.2	Witherley Parish Council have replaced the Blue Lion defibrillator. The social events subgroup are planning the annual basic life support training session. HBBC Making a Difference Community Awards 2026- submission criteria reviewed, **Agreed** WANA meets criteria. Nominations close Friday 9th October 2026.	
11. 11.1	**Items for Next Meeting:** Grant Policy- annual review	
12.	**Date of Next meeting:** 20th October 2026 19.00hrs in the Parish Room Witherley	

Meeting closed at 20.05 hrs with a thank you for attendance.

WANA Steering Group Action Log as at 13th October 2026					
Date	**minute no.**	**Action**	**Lead**	Open	Action update
19/08/2026	7.1	Teams meeting to be arranged with HBBC Community Fridge Lead	LL	Closed	
22/09/2026	9.2	Availability of VAS data, KL to write to Witherley Parish Council Clerk	KL	Closed	Letter sent 28/09/2026
29/07/2026	2	Draft Community Response Plan to be commenced	LL/ALL	In progress	
24/03/2026	7	CIO application- review position in 6 months	RL	Review March 2027	
24/03/2026	9.2	Annual Objectives 2026/7 Six month review	LL	Review February 2027	

WANA Correspondence Log as at 13th October 2026			
Date	**To**	**From**	**Nature of Correspondence**
9th September 2026		Risk Ready Team	Follow up and advance notice of Autumn webinars
10th September 2026		Warm Spaces Officer	Newsletter
13th September 2026		Warm Spaces Officer	Warm Welcome 2026 information and grant application process
14th September 2026		Warm Spaces Officer	Warm Welcome 2026 information and grant application process
16th September 2026		Pressed for Good	Follow up from pressing event
18th September 2026		Warm Spaces Officer	Priority Services Register- encourage residents to sign up
18th September 2026		Risk Ready Team	Workshop invitation
21st September 2026		Resilience Forum	Information re workshop
28th October 2026	WPC Clerk		Letter re VAS
1st October 2026		Warm Spaces Officer	Warm welcome season commences and grant applications open
2nd October 2026		Warm Spaces Officer	Acknowledgement of grant application, insurance and safeguarding policy requested
2nd October 2026	Warm Spaces officer		Insurance and Safeguarding Policy forwarded as requested
5th October 2026	Dr L Evans, MP		Letter from Environmental subgroup forwarded , auto acknowledgement received

5th October 2026		Warm Spaces Officer	Warm welcome Grant awarded.
5th October 2026	WPC Clerk		Basic Life Support and Defib training information- request to be publicised across Parish
5th October 2026		WPC Clerk	Thank you for Basic Life support and defib training info and will post on WPC website
5th October 2026	Warm Spaces Officer		Thank you for grant award
6th October 2026		Dr Evans Case worker	Response to letter and summary of actions taken
6th October 2026	Residents	Residents	offers to do advent windows
7th October 2026		HBBC Creditors	Confirmation Warm Welcome Grant transferred
13th October 2026		WPC Clerk	Letter re VAS acknowledged and confirmation will be considered at the next WPC Council meeting

Witherley Atterton Neighbours Association 12 Months to 13/10/2026	£
Income	
Warm Spaces grant	600.00
Ticket sales	4,050.49
Raffle ticket sales	1,692.64
Donation	804.51
Other sales	607.55
Total Income	**7,755.19**
Outgoings	
General Expenses	-5,059.81
Grants and Donations	-4,308.72
Total Outgoings	**-9,368.53**
CURRENT BALANCE	**4,407.38**

WANA WITHERLEY & ATTERTON NEIGHBOURS ASSOCIATION

GRANT POLICY

WANA Grant Policy

1. Purpose and eligibility

Groups or individuals are invited to apply for a grant from Witherley & Atterton Neighbours Association (WANA) that will support projects that meet the WANA Constitution aims objectives. All projects must be delivered within the geographical boundary for WANA, as defined in the Constitution as the electoral wards of Witherley and Atterton. Grants will be awarded subject to the funding available and approval by the WANA Steering Group, all decisions will be final.

2. Conditions

- The following conditions apply to any application for a WANA grant:
- The project must be within the catchment of WANA as defined above and in the Constitution.
- We would not expect a single grant to exceed £500 per application
- One grant per eligible Organisation per financial year will be considered
- The grant must be used to support projects that meet the WANA Constitution aims objectives; in that they will enhance or improve the lives of the people living in the WANA catchment area.
- The organisation applying for the grant must have a bank account, WANA funds cannot be released to an individual's personal bank account.

3. Application process

All applications must be submitted on the WANA grant form in appendix 1

Applications for funding will be accepted for a range of items including (for example)

- Training of volunteers

- New equipment
- Replacement of worn equipment
- Maintenance costs
- Activities

(This list is not exhaustive, and all reasonable applications will be considered)

The applicant must complete the WANA grant application form which will detail:

- The name of the organisation
- The proposed project
- Intended outcomes
- Timescale for the project
- Success measures

The completed WANA application form must be submitted, by the 8th of the month for consideration at the next WANA Steering Group, to the Secretary of WANA secretary@wana.org.uk

The secretary reserves the right to request further information from the applicant should the need arise.

4. Application Decisions

Completed applications will be discussed at the next WANA Steering Group meeting, the outcome will be communicated to the applicant within 10 working days of the meeting.

Possible outcomes:

- Approved
- Approved with caveats
- Declined

For applications that are approved the Treasurer will ensure that the award is transferred electronically to the applicant within one calendar month of the meeting.

For applications that are approved with caveats, no funding will be released by the Treasurer until the caveats have been met.

For declined projects, written feedback will be provided, and an opportunity given to support the applicant to resubmit where the Steering Group has agreed that it is appropriate to do so.

All decisions are final; there is no recourse to appeal the final decision.

5. Post grant evaluation

WANA will require an evaluation report following allocation of the grant. An evaluation proforma will be forwarded to the lead applicant 6 months following the award.

6. Support

Any eligible Organisation considering making an application are welcome to contact the secretary for advice and support with their application; WANA can also provide information on other potential funding sources and support applications to other grant awarding bodies.

Document history:

Adopted at a meeting of the Steering Group held on: 22nd October 2025

Review date: 20th October 2026

Appendix 1

WANA WITHERLEY & ATTERTON NEIGHBOURS ASSOCIATION

GRANT APPLICATION FORM

Name of organisation

Please outline the nature of the project

Please list the intended outcomes of the project

What is the timescale for the project?

How will the success of the project be measured?

Name of the person completing the application
Signature of the person completing the application
Date of application

The completed WANA application form must be submitted, by the 8th of the month for consideration at the next WANA Steering Group, to the Secretary of WANA secretary@wana.org.uk

The secretary reserves the right to request further information from the applicant should the need arise.

For WANA USE
Date Received:
Date Acknowledged:
Date of steering Group:
Outcome:
Date evaluation due

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WANA steering group dates 2026

Annual General Meeting 2027

All monthly meetings commence 19.00hrs

AGM time to be confirmed

Wednesday	4th February
Tuesday	24th March
Wednesday	29th April
Tuesday	19th May
Wednesday	17th June
Wednesday	**29th July** **Start time 6.30pm**
Wednesday	19th August
Tuesday	22nd September
Tuesday	20th October
Tuesday	24th November
Tuesday	15th December
AGM Saturday	16th January 2027 **Time to be confirmed**
Wednesday	3rd February 2027