

Willoughby Neighbourhood Development Plan

Steering Group Minutes 11th June 2018, 7.00pm at the Village Hall

1. **Present:** Maggie Beech, Helen Caton Hughes, Brian Hall, Steve Palmer, Mike Thomas.

Apologies Jim Rowley, Ken Miles.

2. **Declaration of interests** – none for this meeting.
3. **Statements and questions from the community** – none present.
4. **Minutes of meeting held on 7th May 2018** approved.
5. **Update on actions and matters arising from the minutes:**

Ken Miles had updated the project plan.

6. **Rugby Borough Council Local Plan update.**

The Inspector had found the plan unsound especially in connection with Lodge Farm and Coton House.

7. **Initial Consultation - Analysis and Reports**

This was discussed in detail and it was felt that overall the results were excellent. There were several comments from recipients that they felt the Summary & Questionnaire document was very professional.

A progress report to go out advising people of the situation following the survey results. MB will draft and circulate to SG for amendments this week. This report will include a further questionnaire to clarify housing needs. This will be distributed on the 18th June to be returned by the 24th June. **Action: MB/All**

It was agreed that Louise Kirkwood would draft the responses and revisions to the 'Issues and Options - Full Document' based on all the responses to the consultation and have this back to us by the 29th June. She would also attend the Steering Group meeting on the 9th July. **Action:**

LK/All

8. Project Plan Update and Next Steps

The timescales on the Project Plan were approved. KM to be asked to make some minor amendments to wording of tasks. **Action: MB/KM**

MB provided lists of tasks for the First Draft Neighbourhood Plan to be carried out before next Steering Group meeting. Volunteers noted. KM and JR to be asked to do one of the tasks. **Action: MB**

9. Initial Consultation Evaluation

The general feeling was this had all gone very well with no real problems.

10. Urgent Business

The Vice Chair thanked Maggie Beech and Helen Caton-Hughes for all their work collating the survey results.

11. Date of next meeting: 9th July 2018