

# Willoughby Neighbourhood Development Plan

## Steering Group Minutes 18 December 2017, 7.00pm at the Village Hall

**1. Present:** Maggie Beech, Brian Hall, Ken Miles, Steve Palmer, Jim Rowley, Mike Thomas, Dave Waddington. Apologies: Helen Caton Hughes, ill.

**2. Declaration of interests** – none for this meeting.

**3. Statements and questions from the community** – none present.

**4. Minutes of meeting held on 23 November 2017** approved.

**5. Update on actions and matters arising from the minutes:**

5.1 Website up and running. MT will ask Jan if he can score hits. **Action MT**

Village notice board: ask Dennis Neville about adding logo. **Action MB**

6 Funding. Agreed that we do not apply until April. We accept that this delays the consultation launch. MT will check whether new rules are out. **Action MT**

7. Housing needs survey. Include this within our questionnaire. As well as Richard Mugglestone's £2,000 quote, MT has quotes from Sarah Brook Taylor (acting for a charity) also £2,000, and Stratford upon Avon DC £1,500. The last seems to cover the work we need, and MT will accept in principle.

**Action MT**

13. HCH would like to remain as a steering group member.

Other matters covered by main agenda items below.

**6. Rugby Borough Council Local Plan update.** Examination in public begins in January, see Rugby B C website. Lodge Farm due to be dealt with on 31 January, and SALFV barrister stresses importance of having as large an attendance as possible.

**7. Steering Group Constitution** approved and signed. MB will scan, and give to JR to keep with minutes. **Action MB, JR**

**8. Planning consultants.** MT has obtained a quote from Kirkwells (of Leeds) who did the Barby and Olney NDP, and are also working on one for Daventry. Their quote is detailed [MT emailed a copy to all on 19.12.17]. Total £12,810, in five stages, but we could cover some of the work. Agreed we ask them for a 'free no commitment' meeting

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with us in January. MT will ask them when they are available. BH away 16 to 25 January.

**Action MT**

**9. Managing the project.** KM produced Outline Timescales. In the light of our funding decision above, we can only have a soft launch at this stage, and the completion targets will all be later. MB lists three parallel strands we need to consider:

## **Sharing information.**

**Consultation.** Open meetings perhaps May, with am, pm and evening slots on one day. Questionnaire perhaps September, which also gives time for Local Plan to progress, and for any boundary changes to emerge.

**Gathering evidence.** BH has produced land ownership plan, which SP will scan and send to all. Also lists of Parish groups and businesses. All email BH if any additions.

SP produced Google Earth printouts.

**Action SP and All**

KM points to evidence from work done opposing crematorium which could be useful now. MT may have some papers. Flooding history and resulting traffic problems important to include in evidence base MB, KM and DW will meet as task group, perhaps 2<sup>nd</sup> week in January to produce draft programme. KM email MB and DW suggested dates.

**Action KM**

**10. Community engagement and consultation.** MB will send DW and short piece to put on tables at the New Year's Party.

**Action MB**

Local papers: consider Rugby Advertiser, and also Village Emporium (Alison Armitage produces this and lives in Willoughby). MB to contact Alison re deadlines.

**Action MB**

Social media: Agreed that a Facebook page would be a good idea. DW will lead on this and MB will consult with him about content and timescale to go live. Report to next meeting.

**Action MB, DW**

11. Urgent business. Nothing further.

12. Next meeting. 15 January 2018, 7 pm, Village Hall.