

Willoughby Neighbourhood Development Plan

Steering Group Minutes 15 January 2018, 7.00pm at the Village Hall

1. **Present:** Maggie Beech, Brian Hall, Ken Miles, Jim Rowley, Mike Thomas.
Apologies: Helen Caton Hughes, Steve Palmer. Absent: Dave Waddington
2. **Declaration of interests** – none for this meeting.
3. **Statements and questions from the community** – none present.
4. **Minutes of meeting held on 18 December 2017** approved.
5. **Update on actions and matters arising from the minutes:**

Updates from 23 November 2017:

5. Website now set up for hits.

Village notice board. Logo done, MT will improve further. **Action MT**

Funding. New scheme application date may be sooner than April. MT will keep under review. We will also ask Kirkwells on Wednesday. **Action MT**

Housing Needs Survey (in Questionnaire). Stratford upon Avon DC preferred, subject to clarification with funding.

7. Constitution is now in the minutes folder

8. Planning Consultants. Meeting with Kirkwells now fixed for 17 January at 2.00 pm. We will listen to their sales pitch, and then put questions. (e.g. Housing needs survey, demographics we can/should include? Would Kirkwells be OK working with Stratford upon Avon? Questionnaires: how many per house? Statutory Consultees, which are required?) Allow time after Kirkwells have gone, for discussion and decision on consultants.

9. Project plan. KM produced this – see 7 below.

10. Community engagement and consultation. Handout duly delivered for New Year's Eve Party. Rugby Advertiser and Village Emporium – dates now in the Project Plan. Social media – report to February or March meeting, depending on availability of DW. **Action**

DW, MB

Further committee member, from younger end on residents? Keep the possibility open.

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6. Rugby Borough Council Local Plan update. The Rugby B C Local Plan website now shows who will be attending to speak at the hearings for the Examination in Public, and also includes all 'Hearing Statements'.

7. Managing the project.

Key steps and timeline. References are to KM's project plan:

7. List of businesses now believed complete. Accurate list of residents showing age would be useful, but difficult to obtain.

7a. Define stakeholders. Also clarify Statutory Consultees.

13. Neighbourhood Plan Day. Date agreed 16 May 2018.

13b. Format of the day, invitation layout and quotes for invitation. MT (leading), MB and BH will pursue this. **Action MT, MB, BH**

Expenditure. BH will produce list. Cash handling by Parish Council. **Action BH**

22 Existing evidence. All list possible sources, and bring to next meeting. Arrange under themes as per Village Design Statement. MB will email all with these themes. **Action MB**

Work we can do and help needed from planning consultant. e.g. questionnaire needs to be approved by consultant, though we may produce draft. We can deliver and collect. Could Stratford upon Avon DC act as consultants throughout, as well as doing the housing survey? It seems unlikely in view of possible conflict of interest with Rugby BC.

8. Funding. See 5 above.

9. Dates for Steering Group Meetings (March 2018 on). We agree to keep to Mondays, bringing forward items on the agenda if KM has limited time. Dates as shown on the Project Plan (but 7 May for regular meeting, and 14 May final preparations for Open Day). JR to email all with next four dates. **Action JR**

10. Urgent business. Nothing further.

11. Next meeting. 19 February 2018, 7 pm, Village Hall.

Dates for future meetings at 7.00 pm

Monday 19 March 2018

Monday 16 April 2018

Monday 7 May 2018 AND Monday 14 May 2018 (Special Meeting to Finalise NDP Day)

Monday 11 June 2018