

# Willoughby Neighbourhood Development Plan

## Steering Group Minutes 7 May 2018, 7.00pm at the Village Hall

1. **Present:** Maggie Beech, Helen Caton Hughes, Brian Hall, Ken Miles, Steve Palmer, Jim Rowley, Mike Thomas
2. **Declaration of interests** – none for this meeting
3. **Statements and questions from the community** – none present
4. **Notes of meeting held on 16 April 2018** - approved
5. **Update on actions and matters arising from the notes**

### Posters

MT produced a sample of the weatherproof paper, and confirmed he can arrange printing at £1 per A4 sheet.

### Summary and questionnaire

Philip Jolley has done a good job for us with his booklet format. HCH has got the online version up and running.

### Neighbourhood Plan Day 16 May

Display Boards - Large boards already in Village Hall and more acquired or being acquired from Heather McBreen, Grandborough and RBC.

Old photos - MB has arranged for Richard Jackson to provide a loop of old village photos and maps on the Village Hall screen.

6. **Rugby Borough Council Local Plan update**  
No certainty when the Inspector's suggested modifications will be published, but his preliminary findings may come out this week.
7. **Finance**  
MT reported that our grant of £4,604 had been approved but not yet received. This covers a six month period. Expenditure will depend on progress during the period, and we may need to repay any unspent money. The repayment would still be available for future periods.
8. **Consultation - Delivery of Summary and Questionnaire**  
Most have been delivered and Steering Group have talked to well over half personally. HCH will deliver balance in next two days. **Action HCH**
9. **Consultation - Neighbourhood Plan Day - Practical matters**  
15 May - meet at Village Hall at 6.00pm for setting up. HCH will bring her exhibition box. Ed Beech and Bob Hughes may come to help. **Action All**  
16 May - Val Hall will help in the afternoon and Janet Rowley in the evening. BH and Val will bring milk, tea, coffee, biscuits, sugar and maybe a few sweets. **Action BH**

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Signing in sheets. MB will produce.

**Action MB**

Blackboard - Village Hall has one, HCH will bring chalks.

**Action HCH**

MB ran through main poster display - agreed to use post-its for notes on maps etc. All posters need to be increased to A3 and a few to A2. MB to put together all posters and MT to get quote for printing and arrange, if reasonable. **Action MB and MT**

## 10. Urgent business

Analysing results of questionnaire - We cannot start until the consultation ends on 3 June. HCH and MB to decide how best to feed paper results of questionnaire into Survey Monkey after that date so that all the results can be analysed together. Whether this can be done during the week beginning 4 June depends on HCH's work commitments. It will be done as soon as possible after 3 June.

## 11. Next Meeting

Agreed there is no purpose in meeting on 14 May. MB will arrange to put note on website and Parish Council noticeboard.

Next meeting 11 June 2018 7pm Village Hall