

Willoughby Neighbourhood Development Plan

Steering Group Minutes 8 October 2018, 7.00pm at the Village Hall

1. **Present:** Maggie Beech, Brian Hall, Ken Miles, Steve Palmer, Mike Thomas, Jim Rowley. **Absent:** Helen Caton Hughes.
2. **Declaration of interests:** None for this meeting.
3. **Statements and Questions from the Community:** None.
4. **Minutes of the meeting held on 10 September 2018:** Approved.
5. **Update on Actions and other matters arising from the minutes:**

Historic buildings and features: MB has completed this work.

First draft NDP: MT produced copies of the completed document and said that Kirkwells had been very helpful in compiling this.

Consultation on first draft NDP: Summary and questionnaires duly delivered

6. **Rugby Borough Council Local Plan update:** The consultation period for the Main Modifications proposed by the Inspector has now ended (5 October). The combined response organised by SALFV was lodged and the Inspector's response is awaited.
7. **Finance:** Currently, allowing for the cost of paying Kirkwells for the total NDP process and using the full grant we are allowed, we have spent an additional £1403.78 for printing, hall hire etc. There will be further costs for such items but we will endeavour to keep these to a minimum.
8. **Consultation on first draft NDP - 8 October to 4 November 2018.**

Summary and questionnaire: All delivered and posted in the case of non-resident landowners. The online questionnaire is now open. Flyers reminding people of the Plan Day handed out for delivery.

Action all present

Publicity: MB has arranged this in the Willoughby Monthly and the Advertiser and on Rugby Borough Council website.

The second Plan Day: 17 October 4 - 8pm.

Times and shifts as per minutes 10 September. Alan Belgrove will join the 4 - 6pm shift.

Display boards - in hand. *Sticky pads* - MB has obtained.

Items to display: Objectives and Policies from the NDP; Significant views; maps of non-heritage assets.

SP will see whether a rolling programme of significant parts of the NDP can be incorporated in a powerpoint *presentation for the big screen*. MB will provide the computer files. **Action MB and SP and (on the day) all present**

Refreshments - BH will arrange as for the first Plan Day. **Action BH**

Lamp post posters - MT will design and arrange printing. **Action MT**

9. **Project Plan:** KM had circulated the latest version of the project plan. Items 17a and 17b now done.
10. **Urgent business:** None.
11. **Date of next meeting:** 12 November 2018, 7.00pm in the Village Hall.