

Willoughby Neighbourhood Development Plan

Steering Group Minutes 14 January 2019, 7.00pm at the Village Hall

- 1. Present:** Maggie Beech, Brian Hall, Steve Palmer.
Apologies: Mike Thomas, Jim Rowley, Ken Miles.
- 2. Declaration of interests:** None for this meeting.
- 3. Statements and Questions from the Community:** None.
- 4. Minutes of the meeting held on 12 November 2018:** Approved.
- 5. Update on Actions and other matters arising from the minutes:**
Actions completed in proposed timescales.

6. Rugby Borough Council (RBC) Local Plan update

RBC has still not received the report from the Inspector, Mike Hayden. They now hope that this will be received by the end of January with the aim of adoption in March. If this timescale is not met, local elections in May mean that between late March and early May there are specific restrictions on communication (purdah) - during this period no decision to adopt can be made.

If the Local Plan is not adopted in March, there will be implications for the Willoughby NDP as our current timescale for submission of the plan to RBC is April 2019. A delay in the adoption of the Local Plan may mean we delay our submission until the Local Plan is in place.

7. Parish Council meeting on 7 January 2019

MB attended the meeting and the Parish Council approved the NDP Steering Group request that we consult on the Willoughby Draft NDP from 21 January to 10 March 2019.

8. Regulation 14 Consultation - 21 January to 10 March 2019

- 1. Website:** The Draft NDP, all supporting documents and an update on what is happening will be put on the NDP website in the next two days.
- 2. Paper copies of the NDP:** RBC has offered to print 6 copies of the NDP in colour for people to borrow. These will be ready by the end of the week. More can be produced if required.
- 3. Advising consultees:** Letters explaining the process and a copy of the Representation Form will be hand delivered, posted or emailed to all consultees. These include residents, local businesses, non-resident landowners, councils

adjacent to Rugby Borough, parish councils in Rugby Borough and in Northamptonshire, statutory bodies and local groups/organisations.

4. Advertising: An advertisement has been sent to the Rugby Advertiser for this Thursday's District Diary. An article was put in the January edition of the Willoughby Monthly and further reminders will be submitted for the February and March editions. A poster will be displayed on the Parish Council noticeboard and in the window of B Beautiful from mid-February onwards as an additional reminder.

9. Consultation Statement for next stage of process (Reg. 16 consultation)

SP and MB will meet in February to collate all the information required and send it to Louise Kirkup so that she can write the statement **Action: SP, MB, LK**

10. Urgent business: None.

11. Date of next meeting: 11 February 2019, 7.00pm in the Village Hall.