

# Willoughby Neighbourhood Development Plan

## Steering Group Minutes 23 November 2017, 7.00pm at the Village Hall

1. Present: Maggie Beech, Brian Hall, Ken Miles, Steve Palmer, Jim Rowley, Mike Thomas. Absent: Helen Caton Hughes, Dave Waddington.
2. Maggie Beech elected as Chair, and Mike Thomas as Vice Chair, both unanimously.
3. Responsibilities:
  - Accounts: BH
  - Audits/Proof Reading: MB
  - Project Management: KM
  - Photography: Alan Belgrove, he is willing
  - Surveys and Questionnaires: possibly HCH, either as a member of the Steering Group or as a partner
  - Grant Applications: MT
  - Minutes: JR
4. Census and parish information. MT has given links to 2011 census information to MB
5. Publicity:
  - 5.1 Website. Agreed that a section of the Parish website is better than a separate website. MT has spoken to the programmer, who will run the work in with his work for the Parish Council, and would not necessarily expect to charge extra, depending on workload.
  - 5.2 Remember that not everyone has internet access
  - 5.3 Logo and strapline: MB's village sign logo approved, with 'Our Plan Our Future' strapline. MT will ask the Parish Council website man for his views. **Action MT**
  - 5.4 Steering Group Meetings: agreed they should be open, so public free to attend if they wish.
6. Funding and 'Expression of Interest'. The current funding system runs to 31 March 2017, and any grant must be spent by then. The first step is to submit an 'Expression of Interest' form. MT has got so far as he can with this, but has stopped at questions asking whether we are assessing development sites, or are allocating sites for development. MT will ask Neil Pearce of Avon Planning Services how best to deal with these, and we agree MT will follow Neil Pearce's advice. We cannot recover anything we spend before we get a grant. **Action MT**
7. Housing Needs Survey update. MT reports that Rugby Borough Council no longer pay for these updates. Richard Mugglestone, the expert who did the original survey, has

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fees starting at £2,000. MT will ask Neil Pearce whether we need to have an external expert for this. **Action MT**

8. Proposed dates for 2 hour session with Neil Pearce: MT reports that Warwickshire Association of Local Councils (WALC) will pay for this, and have told Neil. He is not available for evenings before Christmas. MT will ask Neil for his availability in week beginning 4 December. **Action MT**

9. Constitution: MT will produce draft from other Neighbourhood Plans. **Action MT**

10. Declaration of interest. It will be necessary to clear this at each meeting, depending on the agenda.

11. Meetings: we will try the third Monday in the month, 7.00pm, review after first three:

18 December

15 January

19 February

In the New Year we will arrange initial consultation meetings to consult with residents, businesses and landowners in the Parish.

12. Consultation: BH, KM, SP will compile list of local businesses: **Action BH KM SP**  
KM will produce a plan of the parish, OS based. **Action KM**

Consultation folder: SP will do ring binder and plastic pockets **Action SP**

13. Steering group membership: MB will ask HCH and DW whether they are going to be able to attend meetings or whether they would rather be partners of the Group to carry out particular pieces of work. **Action MB**

14. Minutes and agenda. Aim to circulate minutes within 48 hours, and agenda three days ahead of meeting. All to confirm receipt of Group documents. **Action JR, MB, All**