

# Willington Neighbourhood Plan

**Meeting Minutes on Wednesday 14<sup>th</sup> March 2018, 8pm at The Crown**

**Attendees:** Rachel, Ginny, Alan

**Apologies:** Nathalie, Rick, Joe

1.	<p><b>The Crown – Asset of Community Value (Nathalie)</b></p> <p>The group have put this item on hold until later in the NDP process</p>	On hold
2.	<p><b>Update on Housing Needs Survey (Alan)</b></p> <p>Joe has condensed the housing needs report into a 2-page summary. The group agreed that the content of this was excellent.</p> <p>A line to be added that the housing required as a result of the survey is to be delivered through the course of the period to 2035</p> <p>Once adjusted and agreed the summary will be printed and delivered to the village.</p>	Joe
3.	<p><b>Green Infrastructure Plan (Ginny)</b></p> <p>It is expected that the Green Infrastructure Plan will be completed by the end of February and early March.</p> <p>Ginny to chase up BRCC on progress</p>	Ginny
4.	<p><b>Group Engagement</b></p> <p>It was agreed to cease group engagement.</p> <p>Engagement has been undertaken with some groups, of which some were happy to engage and some declined the invitation for a member of the NDP Group to come and speak to them about the NDP process.</p> <p>As the group have now hand delivered a questionnaire, housing needs survey and green infrastructure leaflet to every house in the village, alongside the Parish Council updates and active Facebook group it was felt that knowledge of the NDP process was strong enough that individual group engagement was not necessary and is likely reflected in the lack of interest from some of the groups contacted.</p>	

<p><b>5.</b></p>	<p><b>Engagement with site owners – (Alan)</b></p> <p>Alan has drafted a map of sites that fit the outcomes of the Housing Needs Survey.</p> <p>Draft questions for site owners to be considered and issued to the group for consideration prior to contacting the site owners.</p> <p>It was agreed to delay contacting site owners until the Green Infrastructure Plan is complete so that any questions can align with its outcomes.</p> <p>It was also agreed to hold an event once potential sites were narrowed down to seek views from the community on their preference for which sites should be identified for future development</p>	<p>Alan</p>
<p><b>6.</b></p>	<p><b>Questionnaire and NDP Documentation</b></p> <p>Rachel brought some documents produced for Neighbourhood plans for nearby Parishes to share for the group. Electronic versions of these will be added to the Dropbox.</p> <p>Questions to be asked in the next questionnaire will be agreed once we have the finalised Green Infrastructure Plan.</p> <p>The questions can then be tailored to cover any areas not included in the green infrastructure plan and housing needs survey. The questionnaire will need to get a consensus from the community on the outcomes of the Housing Needs Survey and Green Infrastructure Plan.</p> <p>Group to continue researching questionnaires issued by other parishes</p> <p>It was agreed that one question to ask will be – Other than any sites selected as part of this process should the current settlement boundary for the village be altered.</p>	<p>ALL</p>
<p><b>7.</b></p>	<p><b>Any other business</b></p>	
	<p><b>Villager Magazine</b> – Ginny to produce a monthly update for the Villager Magazine once we have the Green Infrastructure Plan finalised</p> <p>The deadline for the May issue will be 10<sup>th</sup> April</p>	<p>Ginny</p>
	<p><b>Facebook Group</b> – It was agreed to post some updated on what’s coming up on the Facebook group. These would include:</p> <ul style="list-style-type: none"> <li>• Summary of work to date</li> <li>• What’s coming up</li> <li>• Continuation of the favourite photo competition</li> </ul>	

	<p><b>Planning Consultant engagement</b> – group to start considering the need for a planning consultant for the final stages of the plan.</p> <p>Alan to email Steven Morris and see if he still interested in helping the group</p>	Alan																																																																																																																																																																																																																																																																																																																																																																																																																																		
	<p><b>NDP Timeline</b></p> <p>The revised programme was discussed and whilst there might need to be some flexibility on timings for some elements (such as the Green Infrastructure Plan and Main Questionnaire) the aim being to hold the referendum on the final NDP plan in the autumn of 2018</p> <table border="1" data-bbox="277 712 1278 1384"> <thead> <tr> <th></th> <th colspan="6">2017</th> <th colspan="12">2018</th> </tr> <tr> <th></th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td><b>Housing Needs Survey</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Agree questionnaire</td> <td>█</td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Launch</td> <td></td><td></td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Survey</td> <td></td><td></td><td></td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Results</td> <td></td><td></td><td></td><td></td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td><b>Green Infrastructure Plan</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Grant Application</td> <td></td><td></td><td></td><td>█</td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Undertake engagement</td> <td></td><td></td><td></td><td></td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Results</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td><b>Group &amp; Business engagement</b></td> <td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td><b>Submitted Sites Questionnaire</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Develop questions</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>█</td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Issue to submitted sites</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>█</td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td><b>Main Questionnaire</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Develop Questions</td> <td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Issue questionnaire</td> <td></td><td></td><td></td><td></td><td></td><td></td><td>█</td><td>█</td><td></td><td>█</td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Results</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>█</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td><b>Collate results</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>█</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td><b>Develop plan and consult</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td>█</td><td></td> </tr> <tr> <td><b>Referendum</b></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>█</td> </tr> </tbody> </table>		2017						2018													Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>Housing Needs Survey</b>																			Agree questionnaire	█	█																	Launch			█																Survey				█															Results					█														<b>Green Infrastructure Plan</b>																			Grant Application				█	█														Undertake engagement					█	█	█	█	█	█									Results										█									<b>Group &amp; Business engagement</b>	█	█	█	█	█	█	█	█	█	█									<b>Submitted Sites Questionnaire</b>																			Develop questions										█	█								Issue to submitted sites										█	█								<b>Main Questionnaire</b>																			Develop Questions	█	█	█	█	█	█	█	█	█	█									Issue questionnaire							█	█		█	█								Results												█							<b>Collate results</b>													█						<b>Develop plan and consult</b>										█	█	█	█	█	█	█	█		<b>Referendum</b>																		█	
	2017						2018																																																																																																																																																																																																																																																																																																																																																																																																																													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																																																																																																																																																																																																																																																																																																																																																																																																																		
<b>Housing Needs Survey</b>																																																																																																																																																																																																																																																																																																																																																																																																																																				
Agree questionnaire	█	█																																																																																																																																																																																																																																																																																																																																																																																																																																		
Launch			█																																																																																																																																																																																																																																																																																																																																																																																																																																	
Survey				█																																																																																																																																																																																																																																																																																																																																																																																																																																
Results					█																																																																																																																																																																																																																																																																																																																																																																																																																															
<b>Green Infrastructure Plan</b>																																																																																																																																																																																																																																																																																																																																																																																																																																				
Grant Application				█	█																																																																																																																																																																																																																																																																																																																																																																																																																															
Undertake engagement					█	█	█	█	█	█																																																																																																																																																																																																																																																																																																																																																																																																																										
Results										█																																																																																																																																																																																																																																																																																																																																																																																																																										
<b>Group &amp; Business engagement</b>	█	█	█	█	█	█	█	█	█	█																																																																																																																																																																																																																																																																																																																																																																																																																										
<b>Submitted Sites Questionnaire</b>																																																																																																																																																																																																																																																																																																																																																																																																																																				
Develop questions										█	█																																																																																																																																																																																																																																																																																																																																																																																																																									
Issue to submitted sites										█	█																																																																																																																																																																																																																																																																																																																																																																																																																									
<b>Main Questionnaire</b>																																																																																																																																																																																																																																																																																																																																																																																																																																				
Develop Questions	█	█	█	█	█	█	█	█	█	█																																																																																																																																																																																																																																																																																																																																																																																																																										
Issue questionnaire							█	█		█	█																																																																																																																																																																																																																																																																																																																																																																																																																									
Results												█																																																																																																																																																																																																																																																																																																																																																																																																																								
<b>Collate results</b>													█																																																																																																																																																																																																																																																																																																																																																																																																																							
<b>Develop plan and consult</b>										█	█	█	█	█	█	█	█																																																																																																																																																																																																																																																																																																																																																																																																																			
<b>Referendum</b>																		█																																																																																																																																																																																																																																																																																																																																																																																																																		
9	<b><u>NEXT MEETING: Wednesday 11<sup>th</sup> April 2018, 8pm @ The Crown</u></b>																																																																																																																																																																																																																																																																																																																																																																																																																																			