

Willington Parish Council
Email: clerk@willingtonpc.org.uk

Minutes of the Neighbourhood Plan Steering Group Committee
Held on **Tuesday 17th August 2021** at 7.00 pm at Willington Village Hall, 6 Twyford Road,
Willington, Derbyshire, DE65 6DE.

Present; Cllrs Houghton (Chairman), M. Bartram and S. Mead.
S. Carter, B. Davis, M. Bassett

NP170821/1 To Receive Apologies for Absence

Apologies for absence were received from Cllrs P. Allsopp and C. Mead.

NP170821/2 Variation of Order of Business

None required.

NP170821/3 Declaration of Members' Interests

None.

NP170821/4 To consider a resolution to close the meeting for public participation under the Public Bodies (admission to meetings) Act 1960.

None required.

NP170821/5 Minutes

RESOLVED that the Minutes of the NP Steering Group Meeting held on 21st July 2021 be agreed as a true record

NP170821/6 Questionnaire

The Questionnaire was reviewed and final recommendations for changes were agreed

RECOMMENDED that

- a) 3000 flyers be printed at cost of £255.00 plus VAT - this did not include a cost for distribution.
- b) A smaller run of reminder flyers (single a5) be printed at an approximate cost of £80. These were to be used to direct people to the online form to complete and would be distributed in public places.
- c) Five external A5 plastic holders be purchased to leave questionnaires around the village at a cost of approximately £13.00 each.
- d) Printed questionnaires to be collected at Post Office and Co-Op. B. Davis and Cllr S. Mead to request permission.
- e) The online questionnaire be completed before the next NDP meeting so that all Members could review it prior to meeting.
- f) The Clerk gathers information from neighbouring councils to gauge how much their NDPs cost to produce with timescales of spend.

NP170821/7 Report for Septembers Newsletter

None

NP170821/8 Terms of Reference

The Neighbourhood Plan Steering Group's Terms of Reference were considered and it was

RECOMMENDED that the following changes be made;

4.1 Request that restriction on meetings in August and December be removed.

5. Powers. Request pre-approved authority to spend up to £1000 that had previously been allocated by full PC for the NDP on items/costs that are relevant to the production of the NDP. All spend would need majority approval of NDP Willington Parish Councilors.

NP170821/9 Items for the Next Meeting

None noted

The date for the next Meeting was agreed as Tuesday 7th September 2021.