



Steering Group Minutes

**Wool, Bovington and East Burton Neighbourhood Plan Steering Group
28th November 2018, The Legionnaire, Bovington, 7pm**

Present: Chris Yarnold, David Way, Malcolm Munro, Martin Hiles, Peter Wharf, Rod Webb, Steve Smith, Frances Summers

Apologies: David Chalstrey, Laura Miller

1. Attendance and apologies:
2. Minutes accuracy and actions:

DECISION: The minutes of the previous meeting were accepted as a true record

All actions from previous meetings completed except:

Sep18.A.1 SG members to assist Laura with the gathering of information on occupation of new builds in Purbeck – This will be done when required

Sep18.A.2 Steve will circulate his deeds and covenants for Purbeck Gate to SG members.

ACTION: David C has electronic copy which will save Steve having to scan in

Oct18.A.1 Steering Group to organise a walk around Bovington

3. Items for AOB:
4. Resignation of Treasurer:

Robin Shuter has resigned from the post of Treasurer and the Steering Group expressed their thanks to him

DECISION: Until a new Treasurer can be found, Chris will cover this function.

ACTION: Steve to send Chris details of the website expenses incurred UPDATE: Done

ACTION: Steve to circulate names of identified potential Steering Group/Working Group members in a separate email UPDATE: Done

5. Scoping a vision, aims and objectives: **Frances Summers PDC**



Frances gave a presentation and facilitated an exercise (Appendix A) to introduce Steering Group members to the types of methods of consulting and issues raised. **The outcome of the exercise with the steering group (Appendix B) does not represent the overall vision of the community**

ACTION: Steering Group to establish contact with Natural England, Historic England and the Environment Agency at the earliest opportunity

6. Terms of Reference:

Steve presented a proposed Terms of Reference for the Steering Group – Appendix C

ACTION: Steve to ask Wool Parish Council to agree the Terms of Reference

UPDATE: WPC agreed the Terms of Reference with 3 changes of wording – updated TOR is Appendix D

The changes were as follows

Change 1

5.1 The Steering Group has **full delegated** authority from the Parish Council to deliver its plan- making functions up to and including publication of the Consultation Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the **Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination**

Is now...

5.1 The Steering Group has authority from the Parish Council to deliver its plan- making functions up to and including publication of the Consultation Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will be asked to approve the work of the Steering Group

Change 2

5.2 The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with **appropriate recognition** of the Parish Council's position given in all communications associated with the project.

Is now...

5.2 The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with acknowledgement to the Parish Council's position given in all communications associated with the project.

Change 3

WOOL PARISH

neighbourhood plan

10. Section 106 and Community Infrastructure Levy (CIL)

1. The Steering Group will undertake to analyse and cost candidate projects for current and future Section 106 and CIL expenditure. The Steering Group will recommend projects to be implemented for agreement by Wool Parish Council. This will continue until the dissolution of the Neighbourhood Plan Steering Group.

Is now...

10. Section 106 and Community Infrastructure Levy (CIL)

The Steering Group will recommend candidate projects for current and future Section 106 and CIL expenditure.

7. Communications strategy update:

Steve updated the meeting that a logo and a basic website has been created though not made available to the public yet.

Steve reported that some people were getting confused between the Neighbourhood Plan and the Local Plan

DECISION: Delay the Neighbourhood Plan communications push until the new year when the Local Plan consultation has finished

ACTION: Steve and Martin to produce a Communications Strategy for discussion at the next meeting

8. AOB: All

9. Agree actions

10. Date, time and location of next meeting

The next meeting is 7pm on Wednesday 23rd January, 2019