



Steering Group Minutes

**Wool, Bovington and East Burton Neighbourhood Plan Steering Group
22nd January 2020, East Burton Village Hall, 7pm**

Present: Martin Hiles, Chris Yarnold, Steve Smith, Rod Web, Stuart Johnson

Apologies: Peter Wharf, Laura Miller, Malcolm Munro, Robin Thorn, Frances Summers

1. Public participation

There were no members of the public in attendance

2. Attendance and apologies:

3. Minutes accuracy and actions:

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

All actions from previous meetings completed

4. Analysing responses

(i) Update on professional analysis

No update as David Way was not present

(ii) Parallel analysis proposal

Steve updated the meeting on the work he and Trevor Hayles have done to analyse the responses. The spreadsheet created will provide an auditable analysis

DECISION: It was agreed to proceed with the proposed parallel analysis so as not to lose time/momentum. The professional analysis is still worth pursuing.

ACTION: Steve and Trevor to complete the analysis by the first week in February. Stuart offered to help with the analysis if required

The Steering Group expressed their thanks to Trevor for an excellent piece of work

DECISION: A 201st response was received about 2 months after the closing date. It was decided to include this response.

ACTION: Steve to include

5. Publishing results

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neighbourhood plan

DECISION: The publishing of results will be added to the next agenda

ACTION: The timing of publishing is partially dependent upon the amount of funding available in this financial year. Steve to confirm the amount and the date of the end of the financial year

6. Engagement of statutory consultees

ACTION: Steve to email list of statutory consultees provided by Frances **POST MEETING UPDATE: DONE**

ACTION: Martin to draft a communication to be sent to all statutory consultees for agreement at the next meeting

7. How do we update the long-term plan?

The long-term plan needs to be revisited as it is out of date

ACTION: Chris to create a 'disclaimer' which Steve will add to the website

ACTION: Update long-term plan at February meeting

8. How are we going to create policies?

ACTION: Steering Group members to identify policies for rural areas in existing 'made' Neighbourhood Plans that may be applicable to Wool Parish and send to the group. Martin will research Cornwall, Chris Devon, Rod Somerset and Stuart Dorset

9. Prepare Parish Council update:

DECISION/ACTION: Martin will prepare the update upon receipt of the minutes. The update will include a recommendation from the Steering Group that the Neighbourhood Plan is created using a phased approach. The first phase will include policies which can be created quickly and will have immediate/short term impact. The plan will then be revisited with further policies

10. AOB and items for the next agenda

ACTION: A reminder that Steering Group members should copy all Steering Group members on emails

ACTION: Steve to forward the template for supporting evidence and list of requirements for submission to the group. **POST MEETING UPDATE: DONE**

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neighbourhood plan

The next agenda will include a summary of the analysis, a discussion on publishing responses, a discussion on policies and a review of the project plan

11. Agree actions

12. Date, time and location of next meeting

The next meeting is 7pm on Wednesday 26th February, 2020 at The D'Urberville Centre