



Steering Group Minutes

Wool, Bovington and East Burton Neighbourhood Plan Steering Group
27th November 2019, The Legionnaire, Bovington, 7pm

Present: Martin Hiles, Chris Yarnold, Steve Smith, Robin Thorn, David Way, Stuart Johnson, Frances Summers

Apologies: Peter Wharf, Laura Miller, Rod Webb, Malcolm Munro

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 amended and accepted as a true record

All actions from previous meetings completed

DECISION: Long term outstanding actions will be moved to the Communication and Engagement Plan

4. Questionnaire results

POST MEETING UPDATE: There were 200 responses, 135 online and 65 on paper. Steve is still trying to locate the Cologne Road collection box so this figure may go up slightly.

5. How do we analyse the results?

DECISION: The results needs to be analysed to provide

- a) The best way to feed back the results to The Parish
- b) The areas to focus on

ACTION: David Way to engage with professional analysts he knows to see if they can analyse the results

ACTION: Steve to liaise with David to arrange a meeting at The D'Urberville before Christmas with the professional analysts

WOOL PARISH

neighbourhood plan

ACTION: Stuart will check what money is budgeted for the Neighbourhood Plan in next year's Parish Council budget

6. How do we publish the results?

ACTION: Steve will publish unanalysed data on the website

ACTION: Arrange a session at a Parish Council meeting to talk through the results

7. Next steps: Short, medium and long term

8. Prepare Parish Council update:

ACTION: Chris will prepare the update upon receipt of the minutes

9. AOB and items for the next agenda

ACTION: Chris will prepare a financial summary and confirm whether any funds unspent in the financial year have to be returned

ACTION: Frances will forward the template for supporting evidence and list of requirements for submission

ACTION: Frances will forward the list of stakeholders and their contact details

10. Agree actions

11. Date, time and location of next meeting

The next meeting is 7pm on Wednesday 22nd January, 2020 in East Burton Village Hall

ACTION: Chris will try to book East Burton Village Hall