



Steering Group Minutes

**Wool, Bovington and East Burton Neighbourhood Plan Steering Group
28th August 2019, The D'Urberville Centre, Wool, 7pm**

Present: Martin Hiles, Chris Yarnold, Steve Smith, David Way, Rod Webb, Stuart Johnson

Apologies: Peter Wharf

1. Attendance and apologies:

2. Minutes accuracy and actions:

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

DECISION: Minutes will be produced within 2 days of the meeting and will be circulated to Steering Group members to check for accuracy. They will then be published as soon as possible on the Neighbourhood Plan website, marked as Draft until they are agreed at the following meeting

All actions from previous meetings completed except:

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

Martin and Steve walked around the Cologne Road area in January but this action still needs to be done

Nov18.A.1 Steering Group to establish contact with Natural England, Historic England and the Environment Agency at the earliest opportunity

Feb19.A.1 Frances to share Savill's Ecological Delivery Report share with a member of the public who had expressed an interest in helping with environmental issues. This is not yet ready

May19.A.1 Steve will create a post on Facebook asking for feedback on the experience of Purbeck Gate

May19.A.2 Steve will put live a very basic version of the website

Jul19.A.1 Once the questionnaire has been distributed, a 'Public Participation' item will be added to the monthly Steering Group agenda

3. Questionnaire update



Steve informed the meeting the Royal Mail are booked to deliver the questionnaire week beginning 2nd September

The cost of producing the questionnaire was £244.95 for printing 2,500 copies and £726 for pick-up and delivery by Royal Mail. A total cost of £970.95

DECISION: Steve to order another 500 copies of the questionnaire at a cost of around £100 plus delivery

ACTION: Steve to liaise with Wool Parish Clerk to ensure VAT is reclaimed

4. Agree format and attendance for the drop-in sessions:

ACTION: Attendees for each drop in session were agreed. Martin will circulate to the Steering Group

ACTION: Wool Parish Clerk will arrange drop in sessions at Cologne Road

ACTION: Martin and Steve will prepare a bullet point list to be used as a guide for attendees at the drop in sessions. This will be approved by Stuart

ACTION: Steve to create a diagram explaining the relationship between the NPPF, The Local Plan and the Neighbourhood Plan. The diagram will list the areas the NP can affect and what will happen to responses outside the scope of the NP. This diagram will be available at the sessions in printed form and publicised on the website

ACTION: Chris to order pens, paper, staplers etc for the drop in sessions

ACTION: Attendees at the drop in sessions will take photos for publicity after securing the required permissions

5. Discuss approach to publicity to maximise questionnaire responses:

ACTION: Martin will produce a 2 minute Neighbourhood Plan update to be read out at Public Participation at the EGM on 2nd September by Rod

ACTION: Martin will prepare an article which can be used by the press. This will be approved by Steve and Stuart

ACTION: Steve to liaise with Wool Parish Clerk to attend the MOD 3 tier meeting

ACTION: Martin to identify an appropriate person at the DIP to publicise the questionnaire



ACTION: Steve to add to the next agenda the creation of a plan to publicise the questionnaire to local businesses

ACTION: Steve to ensure Bovington drop in dates are publicised in the Parish Council Newsletter. **POST MEETING UPDATE:** dates emailed to Cllr Wilson

ACTION: Steering Group members to identify traditional media channels and send to Martin and Steve

ACTION: Clare Smith will take responsibility for publicising questionnaire on Social Media

ACTION: Steve and Clare will create posters publicising questionnaire for display on the Parish Council noticeboard, shops, pubs, library etc

ACTION: Clare Smith to investigate the production of a branded banner for use at future events

6. Agree website content:

DECISION: the following will be included when the website is made available to the public:

- Home page which will be similar to the questionnaire
- Contact details
- The ability to submit the questionnaire anonymously
- All documents including all minutes
- Details of drop in sessions
- Details of drop off point
- The NPPF/LP/NP relationship diagram
- Details of Steering Group members and their declarations of interests
- Links from the Parish Council website to the NP website

ACTION: Steve to produce website before 2nd September and to circulate to Steering Group as soon as possible before then

7. Agree approach to analysing results of questionnaire:

ACTION: This will be added to the next agenda

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: Steve to add a 15 minutes slot for Public Participation to future meetings

10. Agree actions

11. Date, time and location of next meeting

The next meeting is 8pm on Wednesday 25th September, 2019 at The D'Urberville Centre, Wool