



## Steering Group Minutes

### Wool, Bovington and East Burton Neighbourhood Plan Steering Group 31<sup>st</sup> July 2019, The D'Urberville Centre, Wool, 7pm

**Present:** Chris Yarnold, Steve Smith, David Way, Rod Webb, Malcolm Munro, Robin Thorn, Stuart Johnson, Jacqui Hughes (note taking)

**Apologies:** Martin Hiles, Peter Wharf, Laura Miller, Frances Summers

#### 1. Welcome and message from the Chairman:

Steve Smith (vice chair) welcomed the new members of the group and introduced the new and current members. Steve read the following prepared note from Martin Hiles:

*'The purpose of the Neighbourhood Plan Steering Group is to positively prepare the Neighbourhood Plan. Whilst we respect the right for everyone to have their personal views, this group is not a vehicle for protest or personal agendas. We cannot propose less growth than required by the Local Plan and our Neighbourhood Plan must be in general conformity with the strategic policies of the Local Plan.'*

*Steering Group members' conduct must comply with Wool Parish Council's conduct policy. Anyone who, having been reminded of those standards, fails to comply with them will be asked to leave and the matter will be referred to the Parish Council.*

<https://www.woolparishcouncil.com/policy-documents>

*During the early days of this group, in the interest of transparency, Steering Group members submitted a version of their own declaration of interests, which goes further than that required by Parish Council standards. This will be available on the website and is available to anyone who asks. It is not mandatory for individuals to go as far as we have but it may help to dispel concerns about conflict of interests.*

*The Steering Group volunteers have worked hard to navigate the legal, technical and financial hurdles to achieve the progress made to date - a summary of which is on the agenda. It is important that members understand the steps required to create a Neighbourhood Plan in order to contribute meaningfully and in an informed way. The guidance link below will help.*

<https://neighbourhoodplanning.org/toolkits-and-guidance/create-neighbourhood-plan-step-by-step-roadmap-guide/>

*My thanks to the group members who have got us to this stage.'*

#### 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:

**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. Neighbourhood Plan progress review:

Chris Yarnold provided a summary of the Neighbourhood Plan progress so far as below

*The following list are the main items of work completed to date, Wool Parish Council were updated as these were completed with some needing to be endorsed by them:*

**Produced** - a Designation: Map and presented to Purbeck District Council (6 week consultation)

**Set up** - Work streams, leads & roles of Steering Group

*Invited to & attended – an Initial meeting with Landowners/ Developers*

**Set up** - Email address, details circulated

**Produced** – a Service Level Agreement agreed with Purbeck District Council

**Attended** – a Workshop with PDC and Councillors to discover what we can & cannot influence

**Produced** - a project plan

**Produced** - a communications and engagement strategy

**Purchased** - Display boards with maps ready for 'Drop In' Sessions

**Completion** - of Initial Grant Application Form

**Completion** - of full Grant Application (now approved)

**Held** – an update meeting with Developers

**Completed** - forms, to receive Grant Money into Parish Council Bank Account (the figure of £1,969 should be in the account by the time meeting is held)

*We have also been busy with:*

**Producing** - Website



***Producing*** - Leaflet to be sent to every BH20 6

*That is 13, in 10 months, these are requirements that needed to be in place before we could go public and also things we could achieve before the Grant was through without us being too much out of pocket as we could not claim back monies spent before the Grant was allocated.*

*Now we have the Grant and are set to go with:*

- Printing & distribution via Royal Mail of initial basic questionnaire*
- Hiring of halls for 'drop in' sessions*
- Printing & distribution via Royal Mail of feedback from returned questionnaire*
- Buying stationery required for 'drop in' sessions*
- Hiring of hall for meetings*

4. Questionnaire update:

Steve Smith reported a draft copy of the questionnaire was given to diverse members of the community with no previous experience of public consultations to test their understanding of the format and questions and received positive results. The following points were noted in the meeting:

- i. Page 1, paragraph 1 has been changed to 'Influence what new homes should be like' to make the question more open to more in depth comments rather than just appearance.
- ii. Page 1, paragraph 3 has been changed to 'think about potential developments'
- iii. Page 4: To find out more about the Local Plan to be changed to 'From Wool Library or the Wool Parish Council office'

It was confirmed once the first consultation results have been collated a further questionnaire will be developed with more detailed questions and will look at specific areas.

**DECISION: The group unanimously agreed to publish the questionnaire**

Steve reported on the Royal Mail process for delivery and David stressed the need to follow up on the deliveries to ensure they were made. Steve approximated the figures for printing would cost £150-300 with delivery at £500 to the BH20 6 area. The aim is to have the questionnaire out towards the end of August with a closing response date of October 31st. Within that period there will be drop-in sessions arranged around the parish.

5. Receive latest version of Communication and Engagement Strategy (Appendix A):

Received

6. Review and update Communication and Engagement Plan (Appendix B):

**DECISIONS:**

# WOOL PARISH

## neighbourhood plan

- i. First consultation return date agreed: 31.10.19
- ii. It was agreed that all documentation will detail the relationship with the Plan being developed and the Parish Council and explain what the aim of the Plan is – A Community vision for the parish of Wool.
- iii. All documentation will conform to GDPR.
- iv. It was noted to change the word strategy to plan.
- v. To ensure Bovington is represented. The Clerk will have this added to the Local Government Agenda for September 24th.
- vi. Collection boxes will be sealed and replacements stored in the Parish Council office. Boxes will be checked weekly.
- vii. Chris will look drop off locations for the questionnaire East Burton
- viii. Steve/Rod will book drop off locations for the questionnaire at Wool
- ix. David will book drop off locations for the questionnaire at Bovington
- x. Chris will print the labels for the boxes and investigate A5 plastic holders to hold spare copies.

### 7. Prepare Parish Council update:

**ACTION:** Chris will prepare the Parish Council update upon receipt of the draft minutes

### 8. AOB:

**Drop-in sessions:** The aim is to have sessions at each of the following venues at different times to offer a wider opportunity of engagement.

- i. Steve will arrange the D'Urberville Centre sessions – x2
- ii. Chris will arrange the East Burton sessions
- iii. David will arrange the Bovington sessions

### 9. Agree actions

Next agenda - reviewing how the consultation will be analysed. To discuss the format of the drop-in sessions and stationary etc. required.

Strategy & Plan to be copied to Wool Parish Council

Chris - East Burton, drop off location & drop in sessions. Stationary to be purchased. Print the labels for the boxes and investigate A5 plastic holders to hold spare copies.

Steve/Rod – Wool, drop off location & drop in sessions

David – Bovington, drop off location & drop in sessions

### 10. Date, time and location of next meeting

**Wednesday 28th August 7pm, D'Urberville Centre, Meeting Room 1**

# WOOL PARISH

neighbourhood plan

The meeting closed at 20.20