



Steering Group Minutes

**Wool, Bovington and East Burton Neighbourhood Plan Steering Group
27th May 2020, via video conferencing, 7pm**

Present: Martin Hiles, Chris Yarnold, Steve Smith, Rod Web, Robin Thorn

Apologies: Malcolm Munro

1. Attendance and apologies:

Steve informed the meeting that he is no longer a Parish Councillor and is now part of this group as a member of the public

2. Minutes accuracy and actions:

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

All actions from previous meetings completed or on covered by the current agenda except:

Feb2020A1: Steve will create a subfolder in the NP email account so that statutory consultees' responses can be stored

3. COVID-19 implications

DECISION: Now is an appropriate time to send out the feedback response flyers to all households in the Parish

ACTION: Steve to apply for grant funding and send out via Royal Mail

4. Agree the areas to be addressed in the first version of the Neighbourhood Plan (Appendix A)

DECISION: The content of Appendix A was agreed and the 'issues raised in low/single numbers' were allocated to the appropriate categories e.g. Housing, Transport...

DECISION: Two working groups will be formed. One covering Housing, Transport and Community comprising Martin, Robin and Steve. The other covering Environment and Facilities comprising Rod, Stuart, Chris and Trevor). A Terms of Reference will be developed for each group.

ACTION: Martin to ask David Way which group he would like to join

5. Baseline assessment update

6. Review project plan (Appendix B)

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neighbourhood plan

7. Review communication and engagement plan (Appendix C)

NOTE: Stuart Johnson joined the meeting at this point

8. Finances update

Steve submitted the end of year return with receipts to Groundwork UK, paid back the amount unspent and received confirmation that all was acceptable

9. Prepare Parish Council update:

DECISION: Chris to prepare update and email to Martin to augment

10. AOB and items for the next agenda

11. Agree actions

12. Date, time and location of next meeting

The next Steering Group meeting is 7pm on Wednesday 24th June, 2020 via video conference

DRAFT