



## Steering Group Minutes

### Wool, Bovington and East Burton Neighbourhood Plan Steering Group 25<sup>th</sup> March 2020, via video conferencing, 7pm

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

**Apologies:** Peter Wharf, Laura Miller, Malcolm Munro

#### 1. Public participation

There were no members of the public in attendance as it was held by video conference

#### 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 except:

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

#### 4. Agree the content of the feedback flyer (Appendix A) and approve the distribution:

**DECISION:** The content of the feedback flyer was approved (Appendix A with a few minor alterations) and it was decided to go to print

**ACTION:** Steve to add the feedback flyer content to the website

**POST MEETING UPDATE:** 3,000 flyers have been printed and delivered to Steve

#### 5. Engagement of statutory consultees

**ACTION:** Martin to create a spreadsheet to store the responses from the statutory consultees

**POST MEETING UPDATE:** Chris Yarnold will collate statutory consultation responses into a spreadsheet and will create an ongoing Consultation Statement to describe the forms of consultation and key issues received throughout the process i.e.

- which people and bodies you consulted

# WOOL PARISH

## neighbourhood plan

- how many people you consulted including attendee numbers at consultation events
- how you consulted
- a summary of the main issues raised
- information about how you addressed issues in the Neighbourhood Plan

### 6. Agree draft vision (Appendix B)

**DECISION:** The Draft vision (Appendix B) was agreed

### 7. Review project plan

**ACTION:** All to consider which area of the Neighbourhood Plan they would be interested in working on

### 8. Receive baseline document (Appendix C)

**ACTION:** All to look at Baseline Assessments of the Neighbourhood Plans they found as part of February 'show and tell' to see if there is content we can use

**ACTION:** Robin to liaise with Trevor to add Bovington civilian data to the document

### 9. Receive Housing Needs Assessment document (Appendix D) and agree approach

**ACTION:** Frances to review Housing Needs Assessment document (Appendix D) and provide feedback

### 10. Prepare Parish Council update:

**DECISION:** Chris will prepare the update

### 11. AOB and items for the next agenda

**ACTION:** Frances to continue analysing 'key themes' and highlight which areas a Neighbourhood Plan can address

### 12. Agree actions

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

The next meeting is 7pm on Wednesday 22<sup>nd</sup> April, 2020 via video conference