**Bovey Parish Neighbourhood Plan**

**Minutes of the 21st Steering Group Meeting**

**12th December 2019 at 7.02 pm**

Attending:

Cllr Ulli Arnold (UA)

Cllr Robert Bradshaw (RB) – chair

Mark Bailey (MB)

Marion Edwards (MEd)

Tom Wilson (TW) - Acting chair

Alan Taylor (AT)

1. Welcome, Introductions & Apologies: - Apologies: Cllr Sheila Brooke (SB) - ex officio, Cllr Eoghan Kelly (EK), Martin Iles (MI), Julie Arnold (JA), Lisa Robillard Webb (LRW)
2. Declaration of Interests: - None declared.
3. Climate Emergency: - Summarised by RB “To note the Council Declaration and to embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council’s own response to this challenge.”
4. Minutes: -

4.1 - Approval of minutes: Minutes agreed after the following discussions:

* 1. To note :Item 11a: MED asked for a sentence to be changed to *“JA to send MED details of how the Housing Group responded to the comments received in the November 2018 consultation for inclusion in the Consultation Statement”*
  2. Item 6.2: MB requested the removal of “*DK confirmed to DK that the 20% VAT payable on extra TDC services can be claimed back.* MB noted that the Town Council is registered for VAT and therefore any VAT incurred can be reclaimed.
  3. Item 7.2: MB noted a correction to the following: *In 2023, funding to councils from Right to Buy will end and this is circa* **£700,000pa.**
  4. Item 7.4: MB sought clarification on those mentioned.

4.2 – Actions from the minutes: None

1. Chair and Vice Chair Reports:

5.1: RB - First draft of the Plan is continuing to progress. He noted that the Business and Employment section is to be completed. He advised that the Bovey for Business Group is aware of the urgent timescale. He noted that progress with the Plan is in line with the timetable.

5.2: TW advised that he has decided to step down from the role of Vice-chair of the Steering Group and from the lead role with the Community Facilities Work Group. He stated that he will remain available for the session on 11th January 2020 and will review his position on the Steering Group following that.

RB thanked TW for his contribution and the time he has given voluntarily.

1. Secretary and Treasurer Reports:

6.1: Secretary Report: No report available

6.2: Treasurer Report: MB advised that the balance is £2252.00 - split between 95% restricted and 5% unrestricted funds.

1. Notified Items:

7.1 The Plan – Basic Structure: Members noted that the draft document will need to be analysed thoroughly and comments received on 11th January incorporated.

7.2 Business & Employment Workgroup:

7.3 Format for Workshop on Saturday 11th January 2019: RB suggested that section leads would explain the details to members of the public. TW advised that Cllr Debbie Fletcher has a useful framework for climate action discussions. A discussion took place regarding the recording of comments into the Plan. It was considered that a small group of members would look at the document and incorporate the comments. A 2nd draft of the Plan to then be re-circulated. RB advised that the Workshop will be held in the side chapel of the Methodist Church.

1. Work group reports: Housing: RB advised that MI has perused the section but in the absence of SB does not want to edit. RB confirmed that he is in email contact with SB.
2. Communications: RB noted that grant funding is available for photography to support the Plan. **Work stream leads were requested to contact Bim the Photographer to arrange photography.**
3. AOB:

Climate Impact: TW referred to the possible impact of the climate crisis on Bovey Tracey’s future and advised that Bovey Climate Action group has an information pack available. He considered that future proofing of the Plan in relation to climate action matters could be reviewed by Cllr Fletcher.

1. Date of next meeting: Thursday 2nd or 9th January 2020 at 7.00pm

Meeting concluded at 7.44pm.