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Meeting Title:	Neighbourhood Plan Working Group	
Date:	3 rd May 2017	
Venue:	Village Hall, Holwell	
Attendees:	Sally-Anne Holt (Chair Holwell Neighbourhood Plan Working Group)	SAH
	Phil Curtis	PhC
	Jo Edmonson	JE
	Colin Evans	CE
	Roger Kellow	RK
	Libby Wilton	LW
	Rodney Antell	RA
	Patrick Constable	PC
	Diana Gibbs (Holwell Parish Council)	DG
	Jo Witherden (Dorset Planning Consultant)	JW
Agenda:	1 Apologies	
	2 Declaration of Interests	
	3 Opening Remarks	
	4 Notes of Previous Meetings	
	5 Actions	
	6 Site Assessments	
	7 Date of Next Meeting	
	8 AOB	

Actions

1. Apologies

Steve Atchison (SA), Dave Hollex (DH), Neil Peirson (NP), Bruce Duncan (BD), Lord Aldenham (LA) and Peter Mcfarlane (PM) were unable to attend.

2. Declaration of Interests

Declarations of interest will be taken against specific items under Agenda Item 6 Site Assessments

3. Opening Remarks

The meeting started at 7.00pm

SAH stated that the main focus of the meeting is to review the site assessment scores supplied by Working Group Members.

Jo Witherden asked all the Working Group members to remember that that this is the 1st step in a longer process and their assessments form the basis of proposals for residents to review. She stated that we are not making decisions but are reviewing and proposing which sites are more or less likely to be suitable for development of any kind in line with the wishes of the residents of Holwell. The recommendations made by the WG will then go out for public consultation.

4. Notes Of Previous Meetings

Notes for meeting 25 have just been drafted and will be sent out for comments

5. Actions

Actions

Actions from previous meetings not reviewed at this session

6. **Site Assessments**

Details of assessments will be issued separately; however some of the key points discussed during the assessment session are noted here

SAH had received ten sets of scores and had consolidated them by site for the 19/20 sites for review. She had produced both average and median scores for each objective and overall for each site. Individual scores were shown on each sheet by site so assumptions could be reviewed and discussed as appropriate.

Three of the assessors were not present. SAH had not produced any scores for inclusion and was taking the notes at this review session.

PhC asked whether we are looking at sites as suitable for housing or whether we were to define the type of housing that a site could support. SAH stated that we are looking at whether the site is suitable for housing development of some sort, not how many or what type.

PC had stated on his assessment sheet that, as far as possible, we should retain hedgerows and trees on boundaries or within sites.

JE stated that she had assumed 1 house per plot with the exception of the Magna site.

It was confirmed that all decisions made during this process need to be group decisions and that individuals scores for each site will not be made available to the public at the July consultation.

Regarding Objective 6, it was discussed that PhC had scored each site as 2 and LW had scored each site as 0; it was agreed that these scores were valid as each individual had reason/logic to score this way.

7. **Dates of Next Meeting (DONM)**

We will need to complete the work on site assessments asap and possible dates were Monday 8th May and either 9th May or 10th May depending on JW commitments JW to advise

Post meeting notes : Parish Council AGM is on 9th May and we appear to have reasonable attendance for 8th May so will proceed with a meeting on Monday 8th May.

Future meetings are scheduled (and Village Hall booked) as follows:

- Thursday 1st June 2017
- Thursday 6th July 2017
- Either Saturday 15th July or 22nd July for Public Consultation meeting

8. **Any Other Business**

CE thanked SAH and Jo W for their hard work and for chairing / administering the meeting

Meeting closed at 21.50