



# Brockhampton Group Parish Council

## Notes of the Neighbourhood Development Plan (NDP) Steering Group meeting

Held on Thursday 15<sup>th</sup> March at Bromyard and Winslow Town Council Offices

**Present:** Peter Stoddart (steering Group Chairman), Paul Friend (Parish Group Chairman), David Hunter-Miller (Parish Clerk), David Boddington (Parish Councillor), Dave Cave (Parish Councillor), Christine Goodman, David Forster, Kath and Harvey Horsnett, and Clive and Lynn Morris.

**Apologies:** Ian Raven and Tamla Bowdler.

### Item 1 - Introduction.

The meeting opened at 6 PM with the Chair welcoming everyone to the meeting and thanking them for giving up their time to attend.

### Item 2 - Clarification of the total number of Parishioners.

The Chair explained that Ian Raven had raised his concern that the recent Royal Mail mail-drop had not reached all Parishioners.

A copy of the Electoral roll had been made available, through the Clerk. However, Royal Mail will make a significant charge to provide a list of the names and addresses on the mail-drop list. It was agreed that a comparison between the two lists would therefore not be possible.

The Chair informed all present that only Parish Councillors could have access to the Electoral Register. To get around the issue of access to the Electoral roll by non-Parish Councillors, the Chair would send out a set of redacted records with no names only the address.

### Item 3 – Breakdown of Parishes into mail drop areas

Using a redacted copy of the Electoral Roll, would ensure that all Parishioners were provided with a copy of future mail-drops. To that end, the Chair offered to break the electoral roll into approximately 7 lists which individual members of the steering group agreed to distribute when required. He would also include a scanned copy of a 1:50,000 ordnance survey map to assist Steering Group members to plan their route.

Name	Area
David Boddington	Linton - Villas
Christine Goodman	Norton
Dave Cave	Norton
Clive & Lynn Morris	Norton
Kath & Harvey Horsnett	Linton - past Malvern Road.
David Forster	Bringsty
Paul Friend	Linley Green



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Jo Stoddart

Brockhampton and Linton

## **Item 4 – How to engage with Parishioners**

A discussion took place regarding the merits of different media to engage with Parishioners. In addition to website, email, telephone and mail drop it was agreed that notices should be placed on public notice boards, in the Bromyard Info magazine and other Bromyard social media outlets.

The mail drop system, outlined in item 3, would be utilised to ensure that written updates were delivered to every Parishioner every 6 weeks.

Public meetings will also be held and it was agreed by all present that Brockhampton School Hall should be utilised for these. The Parish Council Clerk was requested to contact the School regarding the process and cost of booking the School Hall.

## **Item 5 – Steering Group Meetings**

The Chair outlined that the Steering Group must meet monthly and asked for views on when the meetings should occur. All present did not want the meetings during the weekend. One member asked why they could not take place prior to the Parish Council meeting, such as tonight. The Chair explained that Tamla Bowdler was very keen to participate in the Steering Group but could not make Thursday nights due to other commitments.

It was thus agreed that the meetings would alternate between Wednesday and Thursday evenings and that the Steering Group Meetings would be held in the Bromyard and Winslow Town Council Offices.

## **Item 6 – Future work**

The Chair stated that the contractor, Dr David Nicholson had not yet been offered a contract as the funding from Herefordshire County Council does not become available until the next Financial Year. The Parish Clerk will initiate the request as soon as the window for submission opens.

It was expected that Dr Nicholson would be present at the next meeting and the Chair outlined that he would like the Steering Group to provide some context on life within the three Parishes to him then. David Boddington agreed to provide a short overview on the flora and fauna, the Chair would provide a draft vision for the Parishes and other members were invited to provide a short presentation on their particular view of the Parishes.

## **Item 7 – Date and time of next meeting**

Wednesday 18<sup>th</sup> April at 6PM in the Bromyard and Winslow Town Council Offices.



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## **Item 8 – Any other business**

Attendees raised the following points:

David Forster. Would members of the Steering Group be issued with an official letter to verify their role? The Chair agreed that this would be addressed through the production of a simple letter signed by himself, confirming that the bearer was a member of the NDP Steering Group and was acting on behalf of the Parish Council.

David Hunter-Miller. He stated that he was aware that some Parishes had completed their NDP applications in less than 12 months. The Chair stated that whilst it was currently planned to complete the NDP within 18 months. If it was possible to speed up the process then he would do so.

Paul Friend. Stated that getting engagement with the local people was vital.

The Chair closed the meeting at 7:15PM.

Electronically signed

PJ STODDART MBE  
Chair  
NDP Steering Group