



# Brockhampton Group Parish Council

**Neighbourhood Development Plan Steering Group meeting held at 6:00PM on Wednesday 30<sup>th</sup> May 2018 at Bromyard and Winslow Town Council Offices**

## **Meeting notes**

**Present:** Kristine Goodman, Paul Friend, Tamla Bowdler, David Forster, Dave Cave, David Boddington, Clive Morris

**In attendance:** David Hunter-Miller (Brockhampton Group Parish Clerk), David Nicholson (DJN Planning)

### **1. To consider Steering Group Chair**

Tamla Bowdler was elected as Chair for the next two meetings.

### **2. To consider Steering Group Secretary**

It was agreed that David Hunter-Miller would take on this role.

### **3. Update on grant application**

It was confirmed that the grant application for £8563.00 had been successful and was available to spend. The majority of the funding would cover consultancy fees but the following was available to spend on project costs:

Room hire - £528.00

Letter drops, advertising fees etc. - £500.00

Printing - £500.00

It was noted that all invoices and receipts for expenditure should be kept and forwarded to the Parish Clerk.

### **4. Shared storage account**

It was noted that a cloud storage drop-box account had been set up and the login details would be circulated to steering group members.

Hard copies of important documents would be circulated to those members who did not have access to the internet.

### **5. Residents' questionnaire**

David Nicholson circulated a template questionnaire for consideration by the Steering Group. It was hoped that a residents' questionnaire would have a response rate of 50-60%.

The questionnaire would be further reviewed at the next meeting.

There was a discussion on consultation generally.

### **6. Next steps**

David Nicholson would undertake an initial review of the evidence base and this would be circulated when available.

The following items were agreed for the next agenda:

- Review of area demographics
- Skills and diversity matrix of Steering Group
- Community consultation and press release (including call for new Steering Group members)
- Review of the residents' questionnaire
- Project plan



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## **7. Any other business**

A review of demographics for the area had been undertaken. It was thought that the Steering Group could be more diverse if it was to fully represent the community and it was hoped that additional representation on the Steering Group could be encouraged.

It was agreed that Kristine Goodman would take the lead on strategic communications.

It was agreed that the Steering Group would meet at 6PM on the Wednesday before scheduled Parish Council meetings (usually this would be the third Wednesday of the month). The next Steering Group meeting would be at 6PM on the 20<sup>th</sup> June 2018. Meeting dates for the year would be booked and circulated.

David Boddington had been working on open spaces and had started to document the ecological issues in the area. It was understood that only headline figures and outline statistics would be required for the NDP. A red list of protected species would be compiled.

There was a discussion on whether the Bromyard Downs and Bringsty Common could be classified as Sites of Special Scientific Interest (SSSI) and/or Areas of Outstanding Natural Beauty (AONB). It was agreed to raise this in the community consultation exercises.

A query was raised on whether the Steering Group needed additional insurance; it was clarified that this would not be necessary for a purely advisory group as all risk was carried by the Parish Council. However it was confirmed that the Parish Council do hold insurance that covers volunteers undertaking work for the Parish Council.

It was agreed that the Parish Council's Code of Conduct would be circulated to all members.