



# Brockhampton Group Parish Council

Neighbourhood Development Plan Steering Group Meeting held at **6:00PM on Wednesday 18<sup>th</sup> July 2018** at Bromyard and Winslow Town Council Offices.

## Meeting Notes

**Present:** Tamla Bowdler (NDP Chair), Kristine Goodman, David Boddington, Clive Morris, James Hawkins

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

### 1. Election of Steering Group Chair

Tamla Bowdler was elected as Chair of the Steering Group.

### 2. Declarations of interest

Nil declared.

### 3. Progress reports since last meeting

The following recommendations were agreed by the Parish Council at their last meeting:

- Community involvement strategy
- Press release
- Parish Councillors to assist with letter drop and consultation events

Contact had been made with Brockhampton Primary School about future community engagement events and to involve the school in future activities. It was tentatively agreed that members of the Steering Group could attend a school assembly in September to address the children.

A list of working farms in the parishes would be prepared for the next meeting.

Work on a report of open spaces was continuing. Discussions would be undertaken as to how to focus development on areas that would be most beneficial to the NDP.



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The National Trust had been contacted and it was understood that visitor numbers for Brockhampton Estate were increasing.

A final version of the consultation plan would be circulated.

## **4. Review of residents' questionnaire**

Feedback was provided on the draft residents' questionnaire, further feedback would be provided over the summer and a final version would be developed for consideration at the next meeting.

It was hoped that the questionnaire would be ready to send out alongside invites to the community consultation event.

## **5. Community engagement**

Brockhampton Primary School had agreed use of their facilities for a community engagement event, to give presentations, put up displays, circulate ideas and encourage future involvement. It was suggested that information boards with post-it note responses would be most effective for capturing feedback. It was agreed to hold the event on Thursday 25<sup>th</sup> October 2018, at approximately 6:15PM. An invite to the event would be sent to all parishioners, alongside the residents' questionnaire.

## **6. Project plan (including consultation plan)**

A project plan was circulated and discussed and David Nicholson provided input.

A data review would be prepared by David Nicholson for the next meeting.

## **7. Recommendations for consideration by the Parish Council**

The following items would be taken to the next Parish Council meeting for consideration and approval:

- The community engagement event would be held on the 25<sup>th</sup> October 2018 at Brockhampton Primary School.



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- Volunteers would be needed for the mail drops starting around the 20<sup>th</sup> September (the next Parish Council meeting).
- Project Management Plan (ongoing).
- Facebook (no longer considered essential).

## **8. Items for the next agenda**

The following items were agreed for the next Steering Group agenda:

- Residents' questionnaire.
- Community engagement event.
- Farming and business working groups.

## **9. Date of the next meeting**

The next Steering Group meeting is scheduled for 6:00PM on Wednesday 19<sup>th</sup> September 2018.