



# Brockhampton Group Parish Council

Steering Group Meeting held at **6:00PM on Wednesday 19<sup>th</sup> September 2018** at Bromyard and Winslow Town Council Offices.

## Meeting notes

**Present:** Tamla Bowdler (NDP Chair), Kristine Goodman, Dave Cave, Clive Morris

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

### 1. Declarations of interest

Nil declared.

### 2. Progress reports since last meeting

Paul Friend confirmed that, due to personal circumstances, he would find it difficult to attend future meetings; the following items were therefore outstanding:

- Communications with traveller community
- Letter drop co-ordination

Press releases had been prepared for September and October, in advance of the proposed community engagement event.

A register of working farms had been produced.

A project plan has been completed and would be updated in future as required.

### 3. Review of residents' questionnaire

The questionnaire was now on its third revision after taking into account feedback from the Steering Group. It was agreed to do a household questionnaire (instead of a residents' questionnaire) for ease of distribution. The questionnaire and covering letter would be modified accordingly.

Due to resourcing issues a letter drop by hand would not be possible. The Clerk would prepare a mail merge with a unique reference number assigned to each property.

Responses could be sent via 'reply paid' envelope or dropped off at the following locations: Bromyard Town Council, Royal Oak, Brockhampton School, Live and Let Live. It was agreed to give two weeks for responses.

The next Steering Group meeting would be used for preparation of the mail drop.

### 4. Community engagement event

A plan for the proposed community engagement event was circulated and discussed. Due to a lack of members on the Steering Group it was agreed to postpone the community engagement event until after the questionnaire feedback had been received.

### 5. Evidence base and strategic policies listings

An evidence base and strategic policies listing document was circulated and discussed; this would be put to the Parish Council for approval.



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## **6. Farming and business working groups**

It was proposed to defer discussions on this until a future meeting.

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

There was a discussion on the future viability of the Steering Group, as membership was currently very low. It was considered that the community engagement event and questionnaire would both entail a lot of work, consequently a decision was needed on whether they were able to progress the plan satisfactorily. Due to resourcing issues it was agreed to move forward with the questionnaire only, and once this was completed work could begin on the community engagement event.

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

- Household questionnaire and use of 'reply paid' envelopes
- Household questionnaire printing costs
- Community engagement event plan
- Evidence base and strategic policies listings
- Review of Steering Group membership and additional support from Parish Council
- Future co-ordination of Steering Group and Parish Council meetings

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

It was envisaged that the next meeting would primarily be focussed on the preparation of the mail drop.

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

The next scheduled meeting is at 6PM on Wednesday 17<sup>th</sup> October 2018.