

Bromham Neighbourhood Plan Steering Group (BNPSG)

Minutes of meeting No.7 held on

Thursday 22nd March, 7:30pm, Social Centre Committee Room

Present

Jim Butler, Adam Collins, Peter Davey, Mark Dollimore, Tye Lohrenz, Rachel Prichard, Catherine Read, John Schofield, Rik Smith, Greg Wilkinson

Unable to attend

Richard Butler (apologies sent)

Agenda

1. Minutes of meeting on 7th March 2018

Accepted

2. Review of actions

Owner	Action	Progress
Jim	Give the signed copies of the code of conduct to the parish clerk	Done
Peter	Register interest for the Locality funding scheme	Pending
John	Ask Anna Cuthbert whether Potterne got any grant funding	Pending
Jim	Raise the lack of terms of reference at the next parish council meeting	Closed
Andy	Respond to Jim Dibben to say we will put him on the list of sub-committee volunteers	Done
Catherine	Contact Crown Estate to try to arrange a meeting	Trying to get a named contact
Mark	Update site assessment matrix	Done, but work in progress
Catherine	Contact Mrs Enthoven regarding her interest in helping the group	Awaiting details from John
John	Send group email account details to Catherine	Pending
John	Get previous minutes onto the village web site	Done (they appeared during the meeting)
John	Update the group contact list	Done

Discussion of the need for objective criteria for scoring each category in the site assessment matrix.

Rik: To seek out criteria for scoring in the site assessment – based on standards used by landscape architects.

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STAGE 1 (Scoping) Step 2 (Establish a steering group)

STAGE 1 (Scoping) Step 3 (Develop objectives priorities and vision)

3. Review of the steps needed to create a neighbourhood plan

Tye presented a flowchart of the process (shown here in appendix A).

We are currently working to establish the future need for any development as this is key to defining the scale of any development.

Jim: Find out what Wiltshire Council land leases may be due to expire soon.

4. Launching focus groups to uncover the needs of residents

Why use focus groups?

Since response to the survey circulated in the village magazine was poor (6%) we are seeking a more proactive way of engaging with residents. Focus groups covering a range of demographics would ensure that representatives from all stakeholders could be gathered.

Agree approach to questionnaire, for consistency

Catherine had previously circulated a document, from Citizens Advice, on how to run focus groups. This provides a framework including the ethics around such research, it also provides template consent forms.

Discussion based around draft focus group questionnaire created by Catherine.

Catherine: Update & circulate the focus group questionnaire & consent forms

Agree allocation of focus groups

The following groups were proposed and people allocated to run them:

- Parents & Children – Stacy Wall (need to ask her)
- Youth club – Catherine
- Employers – Greg & Rick
- Gardening Club (Mostly retired) – John, Tye
- Young adults (20-30) – Peter, Rachael
- Little Angels (Young mothers) – Mark, Simon Dicks **Mark:** Contact Simon
- Wednesday club (40-50) – Jim, Adam
- Working age / commuters – Jim Dibben (need to ask him)
- Angel House / Monday Club - TBA

Framework for feedback reports

Not discussed at this meeting.

Timescale

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All: Aim to complete the focus group meetings by 3rd May.

Other Business

5. Time and date of next meeting

The following schedule of meetings had been proposed and has been accepted by the group.

- ~~April 19 Thursday~~ – Changed to Tuesday 17th April
- May 2 Wednesday
- May 30 Wednesday
- June 26 Tuesday
- July 18 Wednesday
- Sept 19 Wednesday
- Oct 4 Thursday
- Oct 31 Wednesday
- Nov 29 Wednesday

6. Any other business

We have been invited to send two people to a Neighbourhood Planning workshop at Wiltshire Council on 29/3/18 – Tye & John will be attending.

We have been asked to report on our progress to-date at the Annual Parish Meeting on Monday 30th April.

Rural Housing Needs Survey – Wiltshire Council have advised Rosalind what the Parish Council need to do to make the survey happen. This will be on the agenda for the Parish Council meeting on 9th April

Jim: Pass on an offer of help with this from the steering group to the Parish Council

Jim had a letter in response to the survey – asking us to consider the potential expansion of a business premises, and hence further employment opportunities in the Parish.

John: Scan this & add to the survey reponses.

Appendix A - Draft Flow Chart to Completion

