

# Bromham Village Neighbourhood Plan Steering Group (BVNPSG)

## Minutes of meeting No.9 held on

Wednesday 2<sup>nd</sup> May, 7:30pm, Social Centre Committee Room

## Present

Peter Davey, Mark Dollimore, Tye Lohrenz, Rachel Prichard, Catherine Read, John Schofield, Greg Wilkinson

## Unable to attend

Richard Butler (apologies sent), Rik Smith (apologies sent), Jim Butler, Adam Collins

## Agenda

### 1. Minutes of meeting on 17<sup>th</sup> April 2018

Accepted

### 2. Review of actions

Owner	Action	Progress
Peter	Register interest for the Locality funding scheme	Pending
John	Ask Anna Cuthbert whether Potterne got any grant funding	Email sent, but no response as yet
Catherine	Contact Crown Estate to try to arrange a meeting	Waiting until we have a clearer picture about what may be needed
Rik	Seek out criteria for scoring in the site assessment.	To be emailed to the group.
Jim	Find out what Wiltshire Council land leases may be due to expire soon	
Jim	Pass on an offer of help with the housing needs survey to the Parish Council	
John	Ask Carnival committee about booking a stall	Request sent via Facebook, but need to chase
John	Set up a website & let the group members have a link to check it out	Done
John	Start a template document for a description of the parish	Done
Catherine	Circulate a draft report for the Annual Parish Meeting	Done
Catherine	Suggest possible dates for a group social event	Done
Tye	Update the process flow diagram following the workshop with WC	See notes below
John	Invite Victoria Hodgson (WC link officer) to the June 26 <sup>th</sup> meeting	Invitations ent, but <b>need to chase</b>

## Bromham Village Neighbourhood Plan Steering Group (BVNPSG)

Updated flow chart – needs to show the step where we formally apply and WC designate Bromham Parish as a neighbourhood area. Prior to this there is the creation of a Scoping Report (for BPC & WC), showing the evidence that an NP is the appropriate route. Also need to include desktop research relevant to the issues found in consultation. Change ‘Employers...’ box to ‘Businesses & community services’.

The flow chart is obviously a work in progress, but is proving useful in clarifying the process that we must go through and therefore what we must do next.

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

#### 3. Feedback from report to Annual Parish Meeting

We had a request to put a regular column in the parish magazine. We had already decided to do this, but missed the submission deadline for the May edition.

We allocated group members to write the column for the remaining months this year:

<u>Magazine for</u>	<u>Final copy date</u>
June	Friday 11 May - <b>Catherine</b>
July	Friday 15 June - <b>Rachael</b>
August	Friday 13 July - <b>Mark</b>
September	Friday 10 August - <b>Peter</b>
October	Friday 14 September - <b>Greg</b>
November	Friday 12 October - <b>Tye</b>
December	Friday 16 November – <b>Rik</b>

The column should be submitted in a plain Word document emailed to [inspirebromham@gmail.com](mailto:inspirebromham@gmail.com) and copied to John.

#### 4. Progress with focus group sessions

- Youth club – Done, all present agreed the format of the report prepared by Catherine. Responses have been kept anonymous, but the age ranges noted.
- Employers - on track, but meeting not yet held
- Gardening Club (Mostly retired) - Struggling to find enough volunteers, but still aiming to run a session.
- Wives club - Struggling to find enough volunteers...
- Young adults (20-30) – Catherine & Rachel plan to visit the Owl to try to catch some there

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In addition to the designated groups we will aim to run an open session for anyone who isn't part of an organised group.

**Peter:** Try to run a session based on the Footpath Group

### 5. Community engagement ideas

#### a. Website

John has created a simple website that we can use to communicate with parish residents. It was agreed that it is OK to publish the address.

We should put the articles for the magazine on the news page of the website.

**Catherine:** email the one due next week to John

**John:** get a link to it added to the village web site.

#### b. Carnival stall

Need some sort of attraction for the stall e.g. a game / posters / banner.

The idea is to try to get residents to write suggestions on post-it notes and to stick them against various question on a board. This is going to be tricky if we have a stall out on the field.

**John:** to ask if we could have the stand inside the social centre, so we have a wall we can post things on.

The main purpose of the stall is to engage with residents to uncover the issues and work towards creating the vision.

**Catherine:** email Rosalind to request funding for resources for the event.

**Catherine:** ask the school if we could borrow any flipcharts

### 6. Creating a description of the parish

John has started a document, based on a template 'Character Assessment' document from [ourneighbourhoodplanning.org.uk](http://ourneighbourhoodplanning.org.uk), however he needs help to complete this.

**John:** circulate the template that he started, to get comments back from the group

**John:** Ask Victoria Hodgson about getting a map showing the parish boundary

We will aim to look more at this once the focus groups are concluded.

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## Other Business

### **7. Grant funding from Locality**

See: <https://mycommunity.org.uk/2018/03/15/new-neighbourhood-planning-programme-changes-to-my-community-everything-you-need-to-know/> for details of the new round of funding.

New funding is from 2018 to 2022. Basic grant up to £9000, you need to apply each year for what you intend to spend within that year (to 31<sup>st</sup> March). Such grants can only be used to meet the costs associated with making a neighbourhood plan. Application for the grant must come from a member of the Parish Council and the funds will be released to the Parish Council.

Additional grants are available if the plan is allocating specific sites – at the present it is unlikely that we will be doing this.

**Peter:** try to fill in the expression of interest and application forms – to find out where we are lacking the appropriate information

**Peter & Catherine:** attend a Parish Council meeting to liaise about funding for the plan.

### **8. Social event**

A time and place was agreed for a social gathering of the steering group and their partners. Details will be circulated to all members of the group.

### **9. Time and date of next meeting (due on Wednesday May 30<sup>th</sup>)**

Agreed.

### **10. Any other business**

None.