

Bromham Village Neighbourhood Plan Steering Group (BVNPSG)

Meeting held on

Tuesday 13th October, 7:30pm, via Zoom conference

Present

Jim Butler, Peter Davey, Rachel Prichard, Bryn Read, Catherine Read, Mel Rhys, John Schofield, Greg Wilkinson

Agenda

1. Minutes of meeting on 22nd September 2020

Accepted as a true record of the meeting.

2. Review of actions

Owner	Action	Progress
Jim	Find out contact addresses for the remaining landowners	Need to be emailed to John
John	Make a list of the landowners we need to send letters to, together with their contact details	Done
Catherine	Ask Victoria Hodgson where Bromham is with the Green Infrastructure and Open Space Study	Georgina is going to pursue this
Jim, Greg	Send John a profile picture and some words for profile page of the website	
John	Email Jim the list of landowners saying which we have contact details for, so that he can chase contact details for the remainder	Done
Bryn	Make a PowerPoint presentation that we can screen share during the meeting with the PC. Send a copy to the group by Saturday.	Done
John	Collect all the relevant documents into a shared drive area and include a link in the invitation to the Parish Council	Done
John	Send Rosalind the Agenda beforehand, plus the document pack.	Done
John	Check who is joining, the meeting with the PC, from Place Studio	Done

Any ideas about how we can find a more effective way of meeting other than Zoom would be welcome. Catherine travelled to Bryn's house as the internet is better there – which improved things for this meeting.

Bromham Village Neighbourhood Plan Steering Group (BVNPSG)

Catherine Rachel & Mel to meet on Friday – to push forward with the heritage and landscape evidence gathering.

3. Terms of reference

Following our meeting with the Parish Council on 29/9/20 we have been sent a draft Terms of Reference document by Rosalind. There are a few points of note:

i) Paragraph 4c says:

The first Chairman and members of the NPSG were appointed by the Parish Council on 15 September 2017. Subsequent Chairman and members of the NPSG will be appointed by the Parish Council. (Note the current Chairman and members will be ratified by the Parish Council at the earliest opportunity)

The first part of this is not quite accurate – the members of the NPSG were appointed by the Parish Council, but the Chair was selected by the members of the NPSG at the first meeting of the group (also held on 15/9/17). Also this paragraph seems to contradict paragraph 4b “*Membership of the Steering Group will be open to the public indefinitely*” which suggests that anyone can join the group at any time. Therefore we would like paragraph 4c to be removed entirely.

ii) We are lacking a consultation strategy and so should produce one.

iii) We need to publish the dates of meetings via the website and Parish Council website.

Post meeting note from John: We created the website because of the difficulties & delays in putting information on the Parish Council website. So keeping an up to date list of meeting dates on the Parish Council website could be difficult.

a. Election of Chair

Before heading off to Australia Catherine had actually resigned as Chair, but since no one was willing to take on the role in her absence it was just assumed that she has resumed the role after her return. To clarify this we held an election for the role of Chair. Peter proposed Catherine. All voted to appoint Catherine to the chair

[Side note: The minutes from the meeting on 2/11/17 show that Greg was appointed by the group as Deputy Chair.]

Similarly it is not clear whether Mel and Bryn had been officially voted on to the steering group. To clarify this Rachel proposed both Mel and Bryn. All voted to co-opt them into the steering group.

b. Declaration of interests

The original members of the steering group signed the PC code of conduct back in January 2018. However with changes in personnel within the group we should revisit this.

Bromham Village Neighbourhood Plan Steering Group (BVNPSG)

We plan to get the latest form used by the Parish Council and to get everyone in the steering group to fill that in.

Catherine: Ask Rosalind for a copy of the PC form regarding declaration of interests, then send that to all members of the group.

c. Regular reporting to the Parish Council

The terms of reference call for the group to report monthly to the Parish Council. The steering group suggests that the two Parish Councillors within the group continue to report back via Parish Council meetings.

4. Evidence Base

a. Informal footpaths- on line feedback -Catherine

Complete

b. Bridle ways-on line feedback (report to follow)-Catherine

Complete

c. Pavement audit- to be done

Peter: Complete the pavement audit, using the maps and proforma from Catherine. This should cover pavements in the village, plus along the A342. Also note where there are no pavements – e.g. along New Road. Consider accessibility for pushchairs as part of the audit.

Catherine: send the maps of these to Peter

d. Character and design- await PS report

Place Studio visited on Thursday last week and are now working on the character and design statement. They have identified a number of character areas within the parish e.g. Greystones, Highfield and the conservation area. Defining the character of these is important so that any proposed new housing allocation will fit within the context of what is already here.

e. Heritage & Landscape- next to be done arrange meeting Rachel Mel

f. Site assessment report- Bryn

Bryn has made a start on a report based on the format used in the Seend NDP. This treats our initial assessment and collection of sites as level 1, then the AECOM assessment as level 2. The final step, level 3, is to actually propose allocations of housing to potential sites.

5. Consulting – Character and Design

John gave an update on the meeting with Place Studio and their progress towards the character and design statement.

Bromham Village Neighbourhood Plan Steering Group (BVNPSG)

Plan is for PC to review the AECOM report in two weeks' time (so around 26th October) – Note that it is being circulated to some councillors in paper form, hence the delay.

John: let Jeff Bishop at PS know about this.

Ideas for consultation – in the age of COVID-19

- We could hold a Zoom meeting “drop-in” session where parishioners could chat to us.
- We could include a written survey with The Hoot – or deliver one door to door.
- Jeff Bishop proposed “Chase the Steeple” - people to send in photographs showing views where the Church Steeple can be seen, saying where they were taken. This could be effective for consultation on the character and design evidence gathering.
- Could we put up banners / large posters asking for feedback on specific points? However the cost of this could be a problem (Banners cost about £60 each and weren't included in the Locality grant application)
- We could make use of the noticeboards in the Social Centre – people may see these when visiting the Post Office.

Catherine: to put these ideas down on paper as the start of a consultation strategy for the COVID age.

Other Business

6. Next magazine article

The Bromham Hoot is next due to be published for November. So we should start to plan how to make use of the space available there.

Deadline is next Wednesday. Possible topic – footpath audit and consultation. Ask for comments either online or on paper dropped off in a box in the shop.

Catherine: to write the article

John: send Catherine the email address for submitting the article

7. Time and date of next meeting

We selected the following dates for the next few meetings (all at 19:30):

- Tuesday 3rd November
- Tuesday 24th November
- Tuesday 15th December
- Tuesday 12th January 2021

Bromham Village Neighbourhood Plan Steering Group (BVNPSG)

8. **Any other business**

Jim has three letters from people who are looking for housing here – he will scan them & send them to John. These could form part of our evidence base for housing need. We could seek out other people in the same situation.

Jim: send John scanned copies of these letters

Mel asked Jim about the types of farming in the parish – 30% vegetable growing, 30% growing cereal crops and 30% grass pasture. With some forestry – Spye Park in particular.