

Brilley Parish Council

Notes of the Neighbourhood Development Plan Steering Group Meeting on
Monday 4 August 2014 at 19.30 in Brilley Village Hall

Present: Keith White, Roger Bayliss, Sherrill Cruz, Joseph Kendrick, Peter Davies, Chris Rice and David Woolley

In attendance: Parish Clerk Alison Sutton, 2 members of the public

1. **Apologies and welcome to new members** – Apologies from Gareth Pugh and new members
2. **Distribution and collection of the questionnaire** – The distribution and content of the questionnaire was considered. It was agreed that Steering Group members will deliver one copy of the covering letter and the questionnaire to each house, unless asked at the time for further copies. The questionnaire will be put on the website to be downloaded, completed if required by other people in the household and handed back to the SG member.
Chris delegated groups of houses to members. It was agreed that members would get completed questionnaires back to Chris by end of Monday 25 August so Alison can collect them on 27 August. If members find properties on their patch that are not on the map, they will deliver to these and add the information to the map.
Nil returns will be noted, so an accurate number can be given for non-responding households. The number of extra questionnaires per household will also be noted as required.
If residents who are not within the parish wish to complete a questionnaire, a note will be made on the questionnaire to identify it as outside the parish.
If respondents do say they have land for development, the SG member will make a note of the name and address on a separate paper to maintain data protection.
3. **Open forum** – No issues raised.
4. **Date of next meeting** – Meeting on 26 August cancelled.
Next meeting changed to FRIDAY 5 SEPTEMBER, as working meeting for Group.
Inception meeting with Kirkwells planned for meeting on Tuesday 16 September.

Alison Sutton – Parish Clerk
7 John Davies Place, Westcroft, Leominster, Herefordshire HR6 8JD
Tel: 07789 322771. Email: brilleypc@gmail.com