

Brigstock Neighbourhood Planning Subcommittee

Meeting Number	16
Date Of Meeting:	18 th August 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	10 th September 2015 Brigstock Village Hall
Attendees:	C Allen (Chair), S Wilks, M D Smith, M. Smith, N Searle, S Brown, Colin Wilkinson
To be notified	D Ray – ENC Planning Colin Wilkinson - Consultant
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
16.01	<u>Public Forum</u> None present
16.02	<u>Apologies</u> N Schofield and J Mumford sent their apologies.
16.03	<u>Declaration of interests</u> None declared
16.04	<u>Minutes of previous meeting (15)</u> These were approved and signed as a true record of the meeting.
16.05	<u>Review outstanding actions</u> See action diary appendix <ul style="list-style-type: none"> • Grant funding now in Parish council account
16.06	<u>Agree new actions and priorities</u> <u>Finalise needs for the open meeting</u> There was general discussion on the document CA had previously circulated outlining the requirements for the display boards. There are to be 5 boards (10 panels) Panel 1 Welcome board ACTION CA <ul style="list-style-type: none"> • Who we are • What we do • How you can assist • Get e-mail addresses (PRINT)

Brigstock Neighbourhood Planning Subcommittee

Panel 2 Maps **ACTION NJS**

- Map of parish
- Map of village
- Historical map

Panel 3 Historic time lines **ACTION SW**

- Listed buildings
- Conservation
- Architectural styles

Panel 4 Demographic **ACTION MDS**

- Make up of village
- Census data
- Statistical analysis

Panel 5 Planning **ACTION NPS**

- Time line planning chart
- Current development ie Camp, Chase Farm

Panel 6 Development **ACTION SB**

- Local plan ie. ENC, Spatial Strategy
- Village envelope

Panel 7 Green space **ACTION SW**

- Impact on open spaces
- Pocket park
- Country park
- Environmental issues
- Use of open spaces

Panel 8 Future for young and Old **ACTION MS**

- Transport links
- Work prospects
- Facilities

Panel 9 Business **ACTION LS**

- How to support
- Working from home
- Business units

Panel 10 Village attributes **ACTION JM RF**

- Reference previous questionnaire
- Good things
- Bad things
- Issues
- Other comments

16.06i Order of events for day
Open meeting 2 till 5
Introduction CA
Presentation Colin Wilkinson 2:30
Round up SW

Brigstock Neighbourhood Planning Subcommittee

- 16.06ii Tea and cakes to be supplied by WI to be confirmed **NO charge to meeting attendees**
- 16.06iii Miscellaneous
- Invite District Councillor, County Councillor and MP **ACTION NS**
 - Name badges **ACTION MDS**
 - Map ARNOT plan appendix 13 open spaces A1 Size **ACTION NS**
 - Poster and new letter to be sent to outlining addresses **ACTION NS**
- 16.07** **Correspondence**
None received
- 16.08** **AOB**
None
- 16.09** **Date of next meeting**
10th September in the village hall meeting room @ 7:30

Brigstock Neighbourhood Plan

ACCOUNTS ANALYSIS

Approved grant budget

August 2015 to February 2016

Item	Budget	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Consultant -Surveys	£840							
Consultant –Launch event advice	£390							
Consultant –Questionnaire & Analysis	£1,690							
Printing Costs – Questionnaire	£208							
Publicity Costs - Poster Printing	£10							
Publicity Costs - Street signage	£180							
Unbudgeted	£000	£23.41						
Total	£3,323	£97.94						
Available Funds Balance	£3,323	£3,225.06						

Unbudgeted details

Month	Reference	Cost	Supplier	Item
Aug	101143	£24.41	ENC	Map printing
Aug	101149	£73.53	ENC	Map printing

Brigstock Neighbourhood Plan

Ref	Completed Actions		Resp	Due by
13.07i	It was agreed that the project should have a logo based on the initials ONP Our Neighbourhood Plan SW to design ACTION		SW	21/07/2015
14.06iia	<p>Launch meeting</p> <ul style="list-style-type: none"> • Propose that chair of PC or NHP committee introduce project • The consultant will then give a presentation. • Input from D Ray (ENC) <i>to be confirmed</i> <p>There will also be maps and information etc around the hall so there can be subsequent discussion. Possibly some historical information also. The meeting to be an open meeting 3 till 5 in the village hall. SW, CA Colin Wilkinson ACTION</p>	The detail of the displays for launch to be finalised at that 18 th August Meeting	SW/CA/CW	
	MDS was asked if he could establish if the census distributions were representative of this size of rural settlement. ACTION		MDS	
15.06ic	MDS would circulate the presentation ACTION		MDS	18/08/2015
15.06ii	NJS to establish if ENC can supply historical map overlays ACTION		NJS	18/08/2015
15.06iii	NS to circulate village design statement to group ACTION		NJS	18/08/2015
15.06v	SW to design advertising poster ACTION		SW	18/08/2015

Ref	Outstanding Actions		Resp	Due by
5.06iii	Try to collect as many e-mail addresses from residents so we can start communicating via Brigstock News. Offer a prize. ACTION CA	Very slow start	CA	31-03-2015

Brigstock Neighbourhood Plan

12.04iic	To try and improve the response it was suggested there should be a link to the questionnaire circulated with the school routine information text. ACTION RF		RF	ASAP
12.04iiib	There was a need for smaller maps (A3) similar to those in the Core Spatial Strategy and ARNOT plan. It those requiring maps inform NJS of the plan and page numbers he will arrange for these to be e-mailed. ACTION ALL		ALL	
12.04vd	Obtain (if available) Supportive maps to show recent village development ACTION JM		JM	07/06/2015
13.07ii	Letter to local businesses to be circulated when launch date (<i>confirmed and set in concrete</i>) ACTION LS		LS	21/07/2015
13.07iii	It was agreed that the flyer circulated to all houses would also include the questionnaire ACTION SW		SW	21/07/2015
15.06iiii	The display boards should be limited to about 5. From the list supplied by Colin Wilkinson CA will summarise the content for the boards and circulate. The final content will be signed off at the 18 th August meeting. ACTION		CA	18/08/2015
15.06vi	NS to establish if WI will do refreshments and establish their charges ACTION		NS	18/08/2015
15.06viii	Local business to be invited to attend launch meeting ACTION		T.B.A	
15.06viii	Separate stake holder meeting to be arranged ACTION	Provisionally booked for the 13 th October	T.B.A	
15.06x	NS to invite CPRE to the stakeholder meeting ACTION		NS	18/08/2015

Brigstock Neighbourhood Plan

Ref	New Actions		Resp	Due by
16.06iii	Invite District Councillor, County Councillor and MP		NS	10/09/2015
16.06iii	Name badges		MDS	10/09/2015
16.06iii	Map ARNOT plan appendix 13 open spaces A1 Size		NS	10/09/2015
16.06iii	Poster and new letter to be sent to outlining addresses		NS	10/09/2015

Brigstock Neighbourhood Plan

To avoid reinventing the wheel the table below lists decisions agree.

Meeting Note Reference	Decision
1.05	Finance:- As this is to be a subcommittee of the parish council the parish clerk will manage the budget and payment of accounts
1.06i	12 month time scale would be desirable. It would now appear that this is over optimistic and 18 months +== time frame would be more realistic.
1.11	E-mail addresses to be held centrally with limited authorised access.
2.08	Work plan timescales Project time frame:- The initial launch date has now been revised and will be announced at a later date. Launch at public meeting confirmed for 12th July See Reference 13.04
5.06i	Name for group. To be formally known as the “Brigstock Neighbourhood planning group”
13.04	<u>Review Planned Launch Date</u> it was decided to move the date to the Sunday after the beer festival. Sunday 20 th September.
13.05	<u>Selection of consultant to support the NP project</u> Using the agreed selection criteria consultant “1” on the matrix was selected.
13.07iii	It was agreed that the flyer circulated to all houses would also include the questionnaire
15.06viii	Separate stakeholder meeting to be arranged. Provisionally booked for the 13 th October