

Brigstock Neighbourhood Plan

Meeting Number	19
Date Of Meeting:	13 th October 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	3 rd November 2015 Brigstock Village Hall
Attendees:	C Allen (Chair), S Wilks, M D Smith, M. Smith, N Searle, N Schofield, R Fincher, L. Spencer, J Mumford I Simpson, C Wilkinson J Leech
To be notified	Mike Burton– ENC Planning. Colin Wilkinson - Consultant
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
19.01	<u>Public Forum</u> 2 member present J Leech and I Simpson
19.02	<u>Apologies</u> S Brown sent his apologies
19.03	<u>Declaration of interests</u> None declared
19.04	<u>Minutes of previous meeting (18)</u> These were approved and signed as a true record of the meeting.
19.05	<u>Review outstanding actions</u>
19.05i	See action diary appendix
19.05ii	SW informed the meeting she had spoken to C Haines regarding the Pocket Park and he will be consulting NCC estates Dept.
19.05iii	CW drafted invitation letter
19.06	<u>Agree new actions and priorities</u>
19.06ai	LS has sent letters to all on the business and stakeholder lists which included Local Businesses, Developers, Local Groups, Local authorities/utilities and Adjacent Parishes. Responses requested by 30th October.
19.06aaii	NJS to provide LS with contact details for District Councillor, County Councillor, Spire Homes, Rural Housing Association, Rockingham Forest Housing Association and the Camp Site developer. ACTION
19.06aiii	Land owners in the parish. These had all been invited to the parish launch meeting so only land owners who have expressed a development interest to ENC have received an additional invitation to the stakeholder meeting.

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19.06aiiii List of invites to be added to website. LS to supply NJS with final list **ACTION**

19.06bi Finalise needs for stakeholder meeting

19.06bii Format of evening

Introduction	CA
Presentation	CW
What learned from launch meeting and what is required from night	CA
Provide summary of current statistics	MS
Break into Workshop Groups	Number depending on attendees
Groups	SWOT Analysis etc.
Groups re-convene	Present output

19.06biii Mechanics of the evening

19.06biiiii Group to provide tea and biscuits

19.06bv After introductions and presentation those present will be divided into groups ie. Businesses, Developers, Community Groups and Land owners.

19.06bvi CA to do a scope document for information and a prompt for the groups. Ie. Engagements so far, need to work within the strategy documents. Inform what the neighbourhood plan needs to reflect, and its scope.

19.06bvii Groups have introduction and undertake a SWOT analysis. NPS to do a skeleton of a SWOT as information should anyone be unfamiliar with the concept **ACTION**

19.06bviii Ideally two committee members will facilitate the groups. Potential areas of discussion sustainable development, parking, housing needs, open spaces, transport, infrastructure etc

19.06bviii Member of group to present back.

19.06c Post meeting

19.06ci Responses from stakeholder and launch meeting collated to support questionnaire

19.06cii CW to put together some thoughts on the questions and topics and draft an outline of the questions **ACTION**

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- 19.06ciii NPS to update the project plan **ACTION**
- 19.06ciii Questionnaire to be available both electronically and paper
- 19.06cv Aim to have questionnaire available for sign off on the 20th January 2016
- 19.07 Impact of Gladmans**
- 19.07i There was general discussion around the Gladmans development appeal. It was thought this could be prejudicial to the Neighbourhood Plan
- 19.07ii NJS to get update on appeal from our DC **ACTION**
- 19.08 Correspondence**
No relevant correspondence received
- 19.09 AOB**
- 19.09i NJS to put committee members on Website
- 19.09ii SW to invite parish councillors to stakeholder meeting. **ACTION**
- 18.10 Date of next meeting**
3rd November in the village hall meeting room @ 7:30
24th November in the village hall meeting room @ 7:30
8th December in the village hall meeting room @ 7:30

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Time Line

September	October	November	December	January	February
Launch Meeting		Stakeholders meeting	Completed Housing Survey	Draft Questionnaire CW	
			Options Document CW		

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ACCOUNTS ANALYSIS

Approved grant budget

August 2015 to February 2016

Item	Budget	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Consultant -Surveys	£840		£325:00					
Consultant –Launch event advice	£390		£490:80					
Consultant –Questionnaire & Analysis	£1,690							
Printing Costs – Questionnaire	£208							
Publicity Costs - Poster Printing	£10							
Publicity Costs - Street signage	£180							
Unbudgeted	£000	£97.94	£31.50	£14:46				
Total	£3,323	£97.94	£847.30					
Available Funds Balance	£3,323	£3,225:06	£2,377.76					
VAT this is re-claimable			£163:16					

Month	Reference	Cost ex VAT	Supplier	Item
Aug	101143	£24:41	ENC	Map printing
Aug	101149	£73.53	ENC	Map printing
Sept	101160	£31.50	N Searle	N Searle
Sept		£815:80	Planit-X	Consultancy
Oct		£14.49	L Spencer	Paper/Postage

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Ref	Completed Actions		Resp	Due by
18.06av	Display content to be put on the website ACTION NS	Sept Output on website	NS	13/10/2015
18.06ci	List of developers ACTION NS	Oct Circulated	NS	13/10/2015
18.07i	Letter to be sent to WI thanking them for their support with the Tea and Cakes ACTION NS	Oct Letter sent	NJS	13/10/2015
18.07ii	e-mail Rural Housing questionnaire to NHP group. ACTION NS	Oct Done	NJS	13/10/2015
18.06cv	Check Hall Availability ACTION CA	Oct Done	CA	13/10/2015
18.06cii	Contacts at District and County ACTION SW	Done	SW	13/10/2015

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 Progressing	CA	31-03-2015
15.06viii	Separate stake holder meeting to be arranged ACTION	Sept Provisionally booked for the 13 th October this may require a revision. Now confirmed 12th November	T.B.A	
18.06bii	There should be prepared questions to stimulate the workshop groups. ACTION CA	Oct in preparation	CA	13/10/2015

Ref	New Actions		Resp	Due by
19.06aii	NJS to provide LS with contact details for District Councillor, County Councillor, Spire Homes, Rural Housing Association, Rockingham Forest Housing Association and the Camp Site developer. ACTION		NJS	ASAP
19.06aiiii	List of invites to be added to website. LS to supply NJS with final list ACTION		NJS	03/11/2015

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19.06bvii	Groups have introduction and undertake a SWAT analysis. NPS to do a skeleton of a SWOT as information should anyone be unfamiliar with the concept ACTION		NPS	03/11/2015
19.06cii	CW to put together some thoughts on the questions and topics and draft an outline of the questions ACTION		CW	03/11/2015
19.06ciii	NPS to update the project plan ACTION		NPS	03/11/2015
19.07ii	NJS to get update on appeal from our DC ACTION		NJS	03/11/2015
19.09ii	SW to invite councillors to stakeholder meeting. ACTION		SW	03/11/2015

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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	Review Planned Launch Date it was decided to move the date to the Sunday after the beer festival. Sunday 20 th September.
13.05	Selection of consultant to support the NP project 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 Rearranged for 11th November. Now confirmed 12th November
19.06ci	Aim to have questionnaire available for sign off on the 20 th January 2016