

Brigstock Neighbourhood Plan

Meeting Number	23
Date Of Meeting:	15 th December 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Chris Allen
Date & Location Of Next Meetings:	5 th January 2016 Brigstock Village Hall meeting room
Attendees:	C Allen (Chair), M D Smith, M. Smith, , N Schofield, S Brown, J Mumford, R Fincher Colin Wilkinson
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
23.01	<u>Public Forum</u> No members present
23.02	<u>Apologies</u> N Searle, S Wilks , L. Spencer sent her apologies
23.03	<u>Declaration of interests</u> No-one declared an interest
23.04	<u>Minutes of previous meeting (22)</u> These were approved and signed as a true record of the meeting.
23.05	<u>Outstanding Actions</u> See action diary appendix
23.06 23.06i	<u>Review Outstanding Draft Questionnaire Questions</u> Version 6 of the questionnaire had been created which incorporated the amendments from the 8 th December discussions. The whole document was again critiqued and there were still some amendments to make mainly Q16 Heritage. Still some concerns on this question – CW to review further. ACTION

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23.06ii	Unfortunately there was no feedback from JM about the electronic version. The Barrow on Soar electronic questionnaire was reviewed This was using Survey Monkey. RF to talk to Juliet about the options to resolve the way forward ACTION
23.06iii	There was discussion as to how we will deliver the questionnaires. Agreed that NS, NJS MDS would use parish council data to arrange delivery list with volunteers. Suggested Steph Beckett is asked to help. Also procedure for delivery and chasing up completion ACTION
23.06iiii	Agreed that the final version of the paper version needs to wait till electronic version is done. SB to review the final layout. ACTION
23.07	<u>Review Map for Content</u> ENC have sent revised plan. Several final change needed CA ACTION
23.08	<u>Gladmans Appeal Status</u> No update
23.09	<u>Correspondence</u> none
23.10	<u>AOB</u> None
23.11	<u>Date of next meeting</u> 5 th January 2016 in the village hall meeting room @ 7:30

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Time Line

September	October	November	December	January	February
Launch Meeting		Stakeholders meeting	Agree printing costs		
		Housing Needs Survey forms issued	Housing Neds Survey Issued		
			Options Document CW		
		Draft Questionnaire CW	Finalised questionnaire	Questionnaire printed and circulated round village	Commence drafting NP, with structure

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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				£468.00			
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	£14:46	£468.00			
Available Funds Balance	£3,323	£3,225:06	£2,377.76	£2,363.30	£1,895.30			
VAT this is re-claimable			£163:16		£90.72			

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	Postage
Sept	101167	£815:80	Planit-X	Consultancy
Oct	101170	£14.49	L Spencer	Paper/Postage
Nov	101182	£486.00	Planit-X	Consultancy

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Ref	Completed Actions	Resp	Due by
21.06i	The draft questionnaire (version 4) was discussed in detail up to question 30. SW to provide additional text regarding Rockingham Forest ACTION and	Done	SW 08/12/2015
21.06iii	<u>Housing needs survey</u> The questionnaires have arrived for circulation but an amendment is required. The documents will be circulated in the next 10 days. SW to manage process ACTION	Done	SW 08/12/2015
	<u>Maps</u> The following map is required NS to ACTION Settlement Boundary, Harpers Brook, Fermyn Woods Country Park, Brigstock Pocket Park and the other wildlife sites, Locally listed buildings, Local Green Spaces, Housing site options, Gladmans site, Brigstock Camp	Done CA arranged with ENC	NS 08/12/2015
21.06i	CA will update to version 5 for the next meeting when the rest of the document will be critiqued. ACTION	Version 5 issued	CA 08/12/2015

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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

Ref	New Actions		Resp	Due by
23.06i	The whole document was again critiqued and there were still some amendments to make mainly Q16 Heritage. Still some concerns on this question – CW to review further		CW	05/01/2016
23.06ii	The Barrow on Soar electronic questionnaire was reviewed. This was using Survey Monkey. RF to talk to Juliet about the options to resolve the way forward		RF	05/01/2016
23.06iii	There was discussion as to how we will deliver the questionnaires. Agreed that NS, NJS MDS would use Electoral Roll to arrange delivery list with volunteers. Suggested Steph Beckett is asked to help. Also procedure for delivery and chasing up completion		NS, NJS, MDS	05/01/2016
23.07	<u>Review Map for Content</u> To make final version of the map CA ACTION		CA	05/01/2016