

Brigstock Neighbourhood Plan

Meeting Number	24
Date Of Meeting:	30 th December 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	5 th January 2016 Brigstock Village Hall meeting room
Attendees:	M D Smith (Chair), N Schofield, N Searle S Beckett
To be notified	
Copies to:	Committee members, Parish Councillors plus Website

Item No	Subject
24.01	<u>Public Forum</u> No members present
24.02	<u>Apologies</u> None
24.03	<u>Declaration of interests</u> No-one declared an interest .
24.04	<u>Minutes of previous meeting</u>
24.05	<u>Outstanding Actions</u> See action diary appendix
24.06	<u>Questionnaire Distribution and follow up Arrangements</u>
24.06i	List of all domestic addresses in the parish circulated to NHP group and S Beckett.
24.06ii	M D Smith to slice data into number of households per street and supply to S Beckett ACTION
24.06iii	NJS to extract addresses in the parish but outside the village for postal circulation of questionnaire ACTION
24.06iiii	S Beckett to arrange delivery of questionnaires within the village. ACTION
24.06v	NJS to e-mail S Beckett draft questionnaire v7 for info. ACTION
24.06vi	NS to provide list of NHP supporters to NPS and MDS ACTION

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24.06vii	Those present constructed a draft list of committee members and helpers who could do the follow up activities to ensure that there were maximum questionnaire responses received. MDS will table this at the January 5 th Meeting. ACTION
24.07	Correspondence
	none
24.08	AOB
	None
24.09	Date of next meeting
	5 th January 2016 in the village hall meeting room @ 7:30

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Time Line

October	November	December	January	February	March
	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	Start to chase return of questionnaire	
				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
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
23.06iii	There was discussion as to how we will deliver the questionnaires. Agreed that NS, NJS MDS would use parish data 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

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
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

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Ref	New Actions		Resp	Due by
24.06i	List of all domestic addresses in the parish circulated to NHP group and S Beckett.	Actioned		
24.06ii	M D Smith to slice data into number of households per street and supply to S Beckett ACTION	Actioned	MDS	05/01/2016
24.06iii	NJS to extract address in the parish but outside the village for postal circulation of questionnaire ACTION		NJS	05/01/2016
24.06iiii	S Beckett to arrange delivery of questionnaires within the village. ACTION		S Beckett	05/01/2016
24.06v	NJS to e-mail S Beckett draft questionnaire v7 for info. ACTION	Actioned	NJS	05/01/2016
24.06vi	NJS to provide list of NHP supporters to NPS and MDS ACTION	Actioned	NJS	05/01/2016
24.06vii	Those present constructed a draft list of committee members and helpers who could do the follow up activities to ensure that there were maximum questionnaire responses received. MDS will table this at the January 5 th Meeting. ACTION		MDS	05/01/2016