

## Brigstock Neighbourhood Plan

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<b>Meeting Number</b>	25
<b>Date Of Meeting:</b>	5 <sup>th</sup> January 2016
<b>Location:</b>	Brigstock Village Hall
<b>Purpose Of Meeting:</b>	Committee meeting
<b>Minutes Prepared By:</b>	Nigel Searle
<b>Date &amp; Location Of Next Meetings:</b>	2 <sup>nd</sup> February 2016 Brigstock Village Hall meeting room
<b>Attendees:</b>	C Allen (Chair), M D Smith, N Schofield, S Brown, R Fincher N Searle  J Leach      Juliet Mumford
<b>To be notified</b>	Mike Burton– ENC Planning. Colin Wilkinson - Consultant
<b>Copies to:</b>	Committee members, Parish Councillors plus Website and those expressing an interest

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<b>Item No</b>	<b>Subject</b>
<b>25.01</b>	<b><u>Public Forum</u></b> One member present
<b>25.02</b>	<b><u>Apologies</u></b> M Smith, J Mumford, Colin Wilkinson L. Spencer sent their apologies
<b>25.03</b>	<b><u>Declaration of interests</u></b> No-one declared an interest .
<b>25.04</b>	<b><u>Minutes of previous meeting (24)</u></b> These were approved and signed as a true record of the meeting.
<b>25.05</b>	<b><u>Outstanding Actions</u></b> See action diary appendix
<b>25.06</b>	<b><u>Questionnaire Content – Current Status</u></b>
25.06i	The document is in its final draft form. There will be some minor changes to be made to accommodate compatibility with the electronic version.
25.06ii	SB to arrange for the paper questionnaire final artwork. SB authorised a spend not exceeding £250:00 for the competed artwork. Proposed CA seconded <b>RF ACTION</b>
25.06iii	NJS to arrange samples of other questionnaires to be sent to SB <b>ACTION</b>
25.06iiii	It was agreed in principle that the final questionnaire should be if possible 6 sheets of A3 folded as A4 and will be in an envelope which will have the printed instructions on it. CA to draft envelope text and circulate. <b>ACTION</b>

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25.06v	CA will after consultation authorise the sign off of the questionnaire <b>ACTION</b>
25.06vi	Target printing costs £400:00 plus envelopes
25.06vii	Paper questionnaire target date for circulation 22 <sup>nd</sup> January 2016
25.06viii	MS to provide S Beckett with an up-to-date list of houses and S Becket will arrange for the distribution. <b>ACTION</b>
<b>25.07</b>	<b><u>Electronic Questionnaire</u></b>
25.07i	<u>Platform to be used</u> snapsurveys.
25.07ii	<u>Sign off of content format</u> The online survey was gone through in detail with several text and detail changes agreed. The qualifying question and post code requirements to be added to the start of the survey. Question 26 and 27 should be in reverse order.
25.07iii	Juliet Mumford made a record of all the comments and will amend the survey layout and forward to CA. Thanks was expressed to Juliet for all her help. <b>ACTION</b>
25.07iiii	CA was authorised to signoff the electronic survey after consultation <b>ACTION</b>
25.07v	<u>Authorisation of cost</u> It was expected that if there was a significant response the <b>snapsurveys</b> cost would not exceed £500:00
25.07vi	<u>Data Management</u> Hard copy questionnaires returned will be divided among the committee for input onto snapsurveys. <b>The parish council data protection rules apply</b>
<b>25.08</b>	<b><u>Questionnaire delivery and follow up</u></b> MDS has put together a list of resources to contact households post questionnaire delivery, to ask if it has been completed or if any help required.
<b>25.09</b>	<b><u>Correspondence</u></b> Two letters received regarding possible development sites. These have been responded to, stating the planning committee is not at a stage at present to consider development sites.  There had also been a request for the committee to consider the equestrian community especially facilities to cross the A6116
<b>25.10</b>	<b>AOB</b>
25.10i	NS to add links to the core spatial strategy and ARNOT plan on the Brigstock web site <b>ACTION</b>
25.10i	Gladmans appeal date set for 19 <sup>th</sup> July 2016
<b>25.11</b>	<b>Date of next meeting</b> 2 <sup>nd</sup> February 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 <b>CW</b>		
		Draft Questionnaire <b>CW</b>	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				
<b>Total</b>	<b>£3,323</b>	<b>£97.94</b>	<b>£847.30</b>	<b>£14:46</b>	<b>£468.00</b>			
<b>Available Funds Balance</b>	<b>£3,323</b>	<b>£3,225:06</b>	<b>£2,377.76</b>	<b>£2,363.30</b>	<b>£1,895.30</b>			
<b>VAT this is re-claimable</b>			<b>£163:16</b>		<b>£90.72</b>			

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
23.06ii	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	<b>Review Map for Content</b> To make final version of the map CA <b>ACTION</b>		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. <b>ACTION CA</b>	Very slow start Progressing	CA	31-03-2015

Ref	New Actions		Resp	Due by
25.06ii	SB to arrange for the paper questionnaire final artwork. SB authorised a spend not exceeding £250:00 for the competed artwork. Proposed CA seconded <b>RF ACTION</b>			

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25.06iii	NJS to arrange samples of other questionnaires to be sent to SB <b>ACTION</b>		NS	02/02/2016
25.06iii	It was agreed in principle that the final questionnaire should be if possible 6 sheets of A3 folded as A4 and will be in an envelope which will have the printed instructions on it. CA to draft envelope text and circulate. <b>ACTION</b>		CA	02/02/2016
25.06v	CA will after consultation authorise the sign off of the questionnaire <b>ACTION</b>		CA	02/02/2016
25.06viii	MS to provide S Beckett with an up-to-date list of houses and S Becket will arrange for the distribution. <b>ACTION</b>		MDS	02/02/2016
25.07iii	Juliet Mumford made a record of all the comments and will amend the survey layout and forward to CA.. <b>ACTION</b>		CA / Juliet Mumford	02/02/2016
25.07iii	CA was authorised to signoff the electronic survey after consultation <b>ACTION</b>		NS	02/02/2016
25.10i	NS to add links to the core spatial strategy and ARNOT plan on the Brigstock web site <b>ACTION</b>		NS	02/02/2016