

Brigstock Neighbourhood Planning Sub-Committee

Meeting Number	27
Date Of Meeting:	24 th February 2016
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	15 th March 2016 Brigstock Village Hall meeting room
Attendees:	C Allen (Chair), M D Smith, M Smith, N Schofield, S Brown, N Searle, S Wilks, L Spencer, J Leach, Colin Wilkinson, Juliet Mumford
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
27.01	<u>Public Forum</u> One member present
27.02	<u>Apologies</u> J Mumford, R Fincher
27.03	<u>Declaration of interests</u> No pecuniary interests
27.04	<u>Minutes of previous meeting (26)</u> These were approved and signed as a true record of the meeting.
27.05	<u>Outstanding Actions</u> See action diary appendix
27.06	<u>Questionnaire Review</u>
27.06ia	<u>Returns to date</u>
27.06ib	251 returns to date on system. (including hard copies which have been input). The deadline for responding will be extended till the 1 st week in March. On the whole the response to date had been in line with expectations.
27.06ic	It was suggested that those who included their e-mail address should be sent a thank you. ACTION
27.06id	There were issues reported due to the amount of characters in the free text fields as not being adequate.

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27.06ii	<u>Data analysis</u>
27.06iia	Juliet Mumford gave a basic overview of the data collected so far. Decisions need to be made as to how to use the data collected.
27.06iib	A basic headline report excluding e-mail and contact details to comply with the parish councils will be circulated. ACTION
27.06iic	First pass of data should enable high low preferences to be established and gauge the general opinions of local residents. The volume of questionnaire response is sufficient to be a representative sample
27.06iid	Juliet M will provide a report looking at the data by age etc.
27.06iie	In order to clarify some data additional research may be required.
27.07	<u>Set New Priorities</u>
27.07i	<u>Project plan review.</u> NPS had up dated the project plan, it was stated that if possible a December conclusion to the committees work would be desirable if optimistic.
27.07ii	<u>Development sites.</u> At this stage the committee were not in a position to consider development sites within the village.
27.07iii	The committee need to consider communications with developers who wish to discuss their plans.
27.07iiii	<u>Other.</u> Write to Head of planning to get a member of the planning Dept. to attend our meeting. ACTION
27.07v	Colin to converse with ENC on some of the technical points of the process ACTION
27.07vi	CA to circulate CW's introductory section for the NP ACTION . This may well change with the development of the final vision, formulation of the key issues and structural headings.
27.08	<u>Correspondence</u>
	E-mails received regarding site specific developments. These are currently responded to by informing that the committee are not in a position to deal with those issues at present.
27.09	<u>AOB</u>
	We are currently doing the closure report for the 1 st grant (ending February) and are in the process of completing the application for funding for the following 6 months
27.11	<u>Date of next meeting</u>
	15 th March 2016 in the village hall meeting room @ 7:30

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Time Line

December	January	February	March	April	May
Agree printing costs					
Housing Needs Survey Issued	Housing Needs Survey completed	Chase outstanding Questionnaire responses	Questionnaire responses closed		
Options Document CW		Review current timelines	Start data analysis		
Finalised questionnaire	Questionnaire printed and circulated round village	Commence drafting NP, with structure	Apply for new grant		

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Ref	Completed Actions	Resp	Due by
26.06ii	Follow up schedule Target (<u>date for completion 21st February</u>) MDS to re-circulate the list of who's doing what follow ups ACTION	MDS All	21/02/16
26.06iii	SB to put up posters reminding people to complete the questionnaire ACTION	SB	23/02/16
26.07iii	Website page. Add NPS remove SP from committee correct spelling error. ACTION	NJS	23/02/16
26.07iiii	All hard copies input by the committee must be retained and given to NJS ACTION	All	23/02/16
26.07vi	NS to do a thank you to the Beckett's for all their hard work in delivering the questionnaires to all households ACTION.	NJS	23/02/16
26.07vii	LS to get Steph Beckett to put a reminder in the ET for people to complete the questionnaire ACTION	LS	23/02/16
26.07viii	NPS to review the project plan timeframes at the next meeting ACTION	NPS	23/02/16
26.07viii	Start to look at future development sites. Agenda next meeting ACTION	NJS	23/02/16
26.07x	CA will put in the 4 th March News Letter a reminder that there is a small window to complete questionnaire. ACTION	CA	23/02/16
26.09	CA received project review documentation from our funders. CA will be completing documentation for the next tranche of funding ACTION	CA	23/02/16

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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
26.06iiii	SW to give Carl Hector a briefing and NS to brief Steve Porter. ACTION		SW/NJS	23/02/16

Ref	New Actions		Resp	Due by
27.06ic	It was suggested that those who included their e-mail address in their questionnaire should be sent a thank you. ACTION		NS	15/03/2016
27.06iib	A basic headline report excluding e-mail and contact details to comply with the parish councils will be circulated. ACTION	Done	NS	15/03/2016
27.07iiii	<u>Other.</u> Write to Head of planning to get a member of the planning Dept. to attend our meeting. ACTION		CA	15/03/2016
27.07v	Colin to converse with ENC on some of the technical points of the process ACTION		Cw Planit X	15/03/2016
27.07vi	CA to circulate CW's introductory section for the NP ACTION . This may well change with the development of the final vision, formulation of the key issues and structural headings.	Done	CA	15/03/2016