

Brigstock Neighbourhood Planning Sub-Committee

Meeting Number	28
Date Of Meeting:	15 th March 2016
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	5 th April 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, Ian Simpson
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
28.01	<u>Public Forum</u> Two members present
28.02	<u>Apologies</u> J Mumford, R Fincher
28.03	<u>Declaration of interests</u> No pecuniary interests
28.04	<u>Minutes of previous meeting (27)</u> These were approved and signed as a true record of the meeting.
28.05	<u>Outstanding Actions</u> See action diary appendix
28.06	<u>Questionnaire Review</u>
28.06i	<u>Returns to date</u> 305 returns to date all have been input on to the recording system. Link from Brigstock Parish Council website removed and questionnaire now closed. Post code analysis showed a reasonable representation from all parts of the village. (Total population 1357)
28.06ii	The results of the questionnaire were gone through and there was general discussion on the best way to covert the data into information and present it as evidence to support the NHP polices. Juliet Mumford to do a summary of results. ACTION
28.06iii	Now that the questionnaire is closed an e-mail to all those who responded and gave their permission to contact them will be sent a thank you. ACTION

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28.07	<u>Set New Priorities</u>
28.07i	<u>Project plan review.</u>
28.07ia	Colin to arrange meeting with ENC to discuss evidence base ACTION
28.07ib	Need to look at the headings (draft submission document) and create content/sub headings for next meeting
28.07ic	<ul style="list-style-type: none"> • Rockingham forest ACTION MS, MDS, JM • Brigstock character and heritage ACTION SW • Additional local Jobs ACTION LS, RF • Local housing needs ACTION Colin Wilkinson • Green spaces, views and landscapes ACTION CA • Ecology and countryside ACTION MS, MDS • Local services, facilities and infrastructure ACTION SB, NPS
28.07id	Colin Wilkinson to provide guidance notes, information/data to support the above. ACTION
28.07ii	<u>Draft plan status</u>
	There was a desire to get a draft of the plan in place for October
28.07iii	<u>Development sites</u>
28.07iiia	There has been no progress on this to date
28.07iiib	Additional information in addition to the housing survey is required for establishing the capacity of the community to take growth with the relevant mixes and demands. There needs to be some conformity to existing strategies.
28.07iiic	Site selection must be in an objective way correct site selection for correct reason.
28.07iiid	Colin will produce an evidence paper for the next meeting ACTION
28.07iiie	Use questionnaire to support sites i.e. parking, Pinch points, access, etc. Community input also required. Possible focus groups to test the soundness of any decisions. Plan needs to be driven on how you see the village in 2031
28.07iiiii	<u>Other</u>
28.07iiiaa	The grant (£3,323:00) for the 6 months ending February has been spent in line with the funding application. There has been an approx. £200:00 overspend. A new application for £4,780:00 of grant aid has been made.
28.07iiibb	SW to update village design statement as a background appendix ACTION
28.07iiicc	MDS requested that ecological study data should be obtained. There is a charge in the order of £150:00. This would need authorisation from the parish council.
28.08	<u>Correspondence</u>
	None to present

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28.09	AOB
	A question was ask as to the NHP committee stance regarding making a presentation at the Gladman appeal. It was confirmed that because the NHP group was a sub-committee of the parish council the representation will be made by the parish council only.
28.10	<u>Date of next meeting</u>
	5th April 2016 in the village hall meeting room @ 7:30

Account summary for grant period ending February 2016

Exp Code	Expense category	Budget	Budget v actual
1	Consultant	£2,925.00	£2,771.40
2	Printing Costs – Questionnaire	£208.00	£631.20
3	Publicity Costs - Street signage	£190.00	£68.19
4	Unbudgeted	£0.00	£99.94
		£3,323.00	£3,570.73

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Ref	Completed Actions	Resp	Due by
26.06iii	SW to give Carl Hector a briefing and NS to brief Steve Porter. ACTION	SW/NJS	23/02/16
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	NS	15/03/2016
27.07iii	<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.	CA	15/03/2016

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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
28.06ii	The results of the questionnaire were gone through and there was general discussion on the best way to covert the data into information and present it as evidence to support the NHP polices. Juliet Mumford to do a summary of results. ACTION	Juliet Mumford	05/04/2016
28.06iii	Now that the questionnaire is closed an e-mail to all those who responded and gave their permission to contact them will be sent a thank you. ACTION	NS	05/04/2016
28.07ia	Colin to arrange meeting with ENC to discuss evidence base ACTION	Colin W	05/04/2016
28.07ic	Draft submission, create content headings Rockingham forest ACTION MS, MDS, JM		05/04/2016
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28.07iiib	SW to update village design statement as a background appendix ACTION		SW	05/04/2016