

## Brigstock Neighbourhood Planning Group

<b>Meeting Number</b>	10
<b>Date Of Meeting:</b>	12 <sup>th</sup> May 2015
<b>Location:</b>	Brigstock Village Hall
<b>Purpose Of Meeting:</b>	Routine meeting
<b>Minutes Prepared By:</b>	Nigel Searle
<b>Date &amp; Location Of Next Meetings:</b>	26 <sup>th</sup> May 2015 Brigstock Village Hall
<b>Attendees:</b>	N P Scofield, C Allen, S Wilks, M D Smith, M. Smith, L Spencer, S Brown N Searle
<b>Copies to:</b>	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
10.01	<p><b>Apologies</b> Mr J. Mumford, S Porter and Mr R. Fincher sent their apologies</p>
10.02	<p><b>Minutes of last meeting</b> Meeting notes 09 were agreed as an accurate record of the meeting.</p>
10.03	<p><b>Meeting objectives</b></p> <ul style="list-style-type: none"> <li>• Agree to content for newsletter</li> <li>• How to get consultants on board</li> <li>• Launch meeting</li> <li>• Connection with businesses and community groups.</li> </ul>
10.04	<p><b>Content of newsletter</b> The text of the Neighbourhood plan insert which had been previously circulated was agreed with modification to the question text. MDS <b>ACTION</b></p>
10.05	<p><b>Choosing consultants</b> Three consultants had given presentations to support the project. NPS circulated a project specification, quotation summary and initial task list to drive the project actions. NPS has arranged a meeting with Daniel Ray ENC planning to discuss these documents and will then put together a formal document requesting a quotation from the consultants (<b>important to know if VAT is chargeable</b>). NPS <b>ACTION</b></p> <p>Final document to be circulated by e-mail for comment with a Target date for offer to tender 19<sup>th</sup> June with responses received by the 30<sup>th</sup></p>

## Brigstock Neighbourhood Planning Group

- 10.06 Project cost**
- 10.06i As the grant is limited it had been suggested that a 25% contingency should be required. Funding for this was not available at present and if needed would have to be budgeted for in the 2016-17 budget should other funding could not be found.
- 10.06ii On receiving the consultants quotations if there is a cost implication which exceeds the grant, there was discussions as to if we could cherry pick the elements required and support these tasks ourselves with local support.
- 10.06iii It was agreed that a monthly summary of expenditure was required to ensure that no unexpected cost implications arose.  
All expenditure outside any agreed consultants charges must be authorised by the committee and recorded in the meeting notes.
- 10.06iii Printing cost for maps. The quote ENC gave was excessive NPS to bring this up when meeting Daniel Ray. NPS **ACTION**
- 10.07 Sub-committee authority**  
There needs to be a parish council motion to formalise the Neighbourhood plan committee giving it delegated authority to chose a consultant, apply for grants and incur expenditure up to and not exceeding the grant monies. This to be added to the 20<sup>th</sup> May parish council meeting agenda NJS **ACTION**
- 10.08 Preparation of final document**  
SB and RF have the skills (access to) produce the final professional document and have offered their support.
- 10.09 Launch date**  
It was proposed that subject to the hall being available this should be on the 19<sup>th</sup> July 2 till 5. SW to check availability **ACTION**  
**Subsequent to the meeting SW has confirmed that the hall is booked for that date and suggests the 12<sup>th</sup> July**
- 10.10 Stakeholders**
- 10.10i It was agreed the team need to start and connect with local stakeholders.  
NJS to circulate the previously prepared stakeholder list NJS **ACTION**
- 10.10ii It was suggested there should be a separate meeting for businesses and thought needs to be applied on how to access the opinions of the village youth
- 10.10iii CA will prepare a statement on the message that needs to be communicated (what to say) CA **ACTION**
- 10.10iiii Media - LS to contact Bill Simon regarding putting an article in the ET  
LS **ACTION**

## Brigstock Neighbourhood Planning Group

### 10.11 First wave of contacts "Community Groups"

Contact is to be made with the following groups to give an overview as to why the project is being undertaken. What needs to be done and how we will be doing it.

11.10i	Group	Contacted By
11.10ii	Brigstock Playschool	SW
11.10iii	Village Hall Committee	CA
11.10iiii	PFA – School	SW MS
11.10v	Doctors Surgey	MDS
11.10vi	Womens Institute	Liz Searle
11.10vii	Handbells/ Bell Ringing	SP
11.10viii	Church	MS
11.10viiii	Chapel	CA to see S Smith
11.10x	Sunnsiders/ Harpers Court	SW
11.10xi	Cricket Club	NPS
11.10xii	Historical	SW

### 11.11 Date of next meeting

27<sup>th</sup> May @ 7:30 in the village hall.

Mr Ian Simpson to be invited to the next meeting

## Brigstock Neighbourhood Plan

Ref	Completed Actions		Resp	Due by
5.06iii	Get maps:- <b>ACTION NS</b> Parish scale 1:10,000 x 12 Village from access roads 1:1,250 x 12	<b>MAY</b> Price received but expensive. NPS to discuss with Dan Ray at their meeting See 10.06iii	NS	31-03-2015
7.10	After the presentations from all three consultants NPS will construct a requirements document and send to all consultants for a quotation.	May Draft documentation completed See 10.05	NPS	May 15

Ref	Outstanding Actions		Resp	Due by
1.11	RF to set up a mail chimp account <b>ACTION</b>	Account set up but no activity at present	RF	03/02/15
1.13-1	Dan K to establish if he can get mapping info	Current status not known	DK	03/02/15
3.08ic	SW to chase Dan Kontorowich regarding maps <b>Action</b>		SW	03/03/15
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	CA	31-03-2015
5.07iii	CA to start looking at funding application forms. <b>ACTION CA</b>	In progress	CA	31-03-2015

## Brigstock Neighbourhood Plan

Ref	New Actions	Resp	Due by
10.04	<p><u>Newsletter</u> The text of the Neighbourhood plan insert which had been previously circulated was agreed with modification to the question text. MDS <b>ACTION</b></p>	MDS	19/05/2015
10.05	<p><u>Choosing consultants</u> Three consultants had given presentations to support the project. NPS circulated a project specification, quotation summary and initial task list to drive the project actions. NPS has arranged a meeting with Daniel Ray ENC planning to discuss these documents and will then put together a formal document requesting a quotation from the consultants (<b>important to know if VAT is chargeable</b>). NPS <b>ACTION</b></p> <p>Final document to be circulated by e-mail for comment with a Target date for offer to tender 19<sup>th</sup> June with responses received by the 30<sup>th</sup></p>	NPS	19/05/2015
10.06iii	<p>Printing cost for maps. The quote ENC gave was excessive NPS to bring this up when meeting Daniel Ray. NPS <b>ACTION</b></p>	NPS	19/05/2015
10.09	<p><u>Launch date</u> It was proposed that subject to the hall being available this should be on the 19<sup>th</sup> July 2 till 5. SW to check availability <b>ACTION Subsequent to the meeting SW has confirmed that the hall is booked for that date and suggests the 12<sup>th</sup> July</b></p>	SW	19/05/2015

## Brigstock Neighbourhood Plan

10.10i	It was agreed the team need to start and connect with local stakeholders. NJS to circulate the previously prepared stakeholder list NJS <b>ACTION</b>	<b>MAY</b> List e-mailed	NJS	19/05/2015
10.10iii	CA will prepare a statement on the message that needs to be communicated (what to say) CA <b>ACTION</b>		CA	19/05/2015
10.10iiii	Media - LS to contact Bill Simon regarding putting an article in the ET LS <b>ACTION</b>		LS	19/05/2015

## Brigstock Neighbourhood Plan

To avoid reinventing the wheel the table below lists decisions agree.

Meeting Note Reference	Decision
1.05	Finance:- As this is to be a subcommittee of the parish council the parish clerk will manage the budget and payment of accounts
1.06i	12 month time scale would be desirable. <i>It would now appear that this is over optimistic and 18 months time frame would be more realistic.</i>
1.11	E-mail addresses to be held centrally with limited authorised access.
2.08	Work plan timescales Project time frame:- <i>The initial launch date has now been revised and will be announced at a later date.</i>
5.06i	Name for group. To be formally known as the “ <b>Brigstock Neighbourhood planning group</b> ”