

Brigstock Neighbourhood Planning Subcommittee

Meeting Number	14
Date Of Meeting:	28 th July 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	11 th August 2015 Brigstock Village Hall
Attendees:	C Allen (Chair), N Schofield , S Wilks, M D Smith, M. Smith, N Searle, D Ray ENC Colin Wilkinson Consultant
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
14.01	<u>Public Forum</u> None present
14.02	<u>Apologies</u> S Brown J Mumford, R Fincher S Porter and L Spencer sent their apologies.
14.03	<u>Declaration of interests</u> None declared
14.04	<u>Minutes of previous meeting (13)</u> These were approved and signed as a true record of the meeting.
14.05	<u>Review outstanding actions</u> See action diary appendix
14.06	<u>Agree new actions and priorities</u>
14.06i	<u>General comment and discussion</u>
14.06ia	CA informed the group that a grant of £3K had been awarded subject to some online information formalities
14.06ib	Consultant to support project was now onboard. It was made clear that the relationship was a pay as you go not a contracted amount.
14.06ic	Initial questionnaire circulated gained a 7% response. MDS to send copy of analysis to Colin Wilkinson. ACTION
14.06id	Gladman development. No indication as to if they are going to appeal. Last date to lodge appeal is 1 st October.

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- 14.06ie There is a great deal of support information in the Core spatial strategy and rural north plan. D Ray to obtain some hard copy and NS to collect from ENC
ACTION
- 14.06if Rural Housing association to attend the September parish council meeting. This may be a source for a housing needs survey.
- 14.06ii Launch Meeting
- 14.06iia
- Propose that chair of PC or NHP committee introduce project
 - The consultant will then give a presentation.
 - Input from D Ray (ENC) *to be confirmed*
- There will also be maps and information etc around the hall so there can be subsequent discussion. Possibly some historical information also. The meeting to be an open meeting 23 till 5 in the village hall. SW, CA Colin Wilkinson
ACTION
- 14.06iib Colin Wilkinson to undertake a policy review **ACTION**
- 14.06iic MDS to do some number crunching from census data **ACTION**
- 14.06iid NJS to establish if ENC will lend some display boards **ACTION**
- 14.06iii Possible issues to be explored
- 14.06iiia As well as issues such as development, tourism, ecology there also needs to be some thought as to how to achieve community objectives (what are they)
- 14.06iiib Agreed that a separate stake holders meeting should be held soon after public meeting regarding the Issues to be on the table eg. What does the residents think of development. Impact on school, do we need to talk to NCC. Service providers and stakeholders, what communications and meetings need to be arranged. *(The public examiner will have an interest in how the process conducted and evidence base to conclusions)*
- 14.06iiic Aging population and their needs, how is the housing stock balance going forward.
- 14.06iiid What do we need to protect ie green environments, open spaces, historic buildings etc
- 14.07** **Correspondence**
The grant offer document requires that all members of the committee be aware of the Parish Councils Health and Safety policy and data protection. Please see attached documents **ACTION ALL**
- 14.08** **AOB**
None
- 14.09** **Date of next meeting**
11th August in the village hall meeting room @ 7:30

Health and Safety Policy

1 Brigstock Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the council.

2 The Council will meet its responsibilities under the Health and Safety at Work etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as reasonably practicable:

- 1** A safe place of work and a safe working environment.
- 2** Obtain specialist technical advice and assistance on matters of Health and Safety when necessary.
- 3** Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- 4** Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARING OUT THE HEALTH AND SAFETY POLICY AT WORK

As the Council's Safety Officer, the Clerk will:

- 1** Keep informed of relevant Health and Safety policy legislation.
- 2** Advise the council on the resources and arrangements necessary to fulfil the councils responsibilities under the Health and Safety at Work Policy.
- 3** Make effective arrangements to implement the Health and Safety at Work Policy.
- 4** Ensure that matters of Health and Safety are discussed at meetings of the parish council when necessary.

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- 5** Ensure that regular risk assessments are carried out of working practise, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments, summarised in the Minuets.
- 6** Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Councils Health & Safety at Work Policy.
- 7** Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- 8** Maintain a central record of notified accidents.
- 9** When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- 10** Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will:

- 1** Cooperate fully with the aims and responsibilities and requirements of the Health and Safety at Work Policy and comply with relevant Codes of Practice or work instructions for Health and Safety.
- 2** Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- 3** Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- 4** Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- 5** Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety
- 6** Report any accidents or hazardous incidents to the clerk.

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Data Protection

Certificate of Registration

This is to certify that:

Brigstock Parish Council

is registered with the Information Commissioner's Office under registration reference:

ZA061190

Registration Start date:

18 July 2014

Registration Expiry date:

17 July 2016

[Upholding information rights](#)

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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							
Consultant –Launch event advice	£390							
Consultant –Questionnaire & Analysis	£1,690							
Printing Costs – Questionnaire	£208							
Publicity Costs - Poster Printing	£10							
Publicity Costs - Street signage	£180							
Unbudgeted	£000	£23.41						
Total	£3,323	£23.41						

Unbudgeted details

Month	Reference	Cost	Supplier	Item
Aug	101143	£24:41	ENC	Map printing

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Ref	Completed Actions		Resp	Due by
5.07iii	CA to start looking at funding application forms. ACTION CA	In progress	CA	31-03-2015
12.04va	SW to design posters and flyers ACTION SW		SW	30/06/2015
12.04vb	Once consultant chosen get advice on the meeting ACTION CA		CA	07/06/2015
12.04vc	Invite D Ray to attend ACTION NPS		NPS	07/06/2015
13.04	Review Planned Launch Date After discussing the options it was decided to move the date to the Sunday after the beer festival. Sunday 20 th September. ACTION SW to confirm hall availability		SW	21/07/2015
13.04iii	The 7 th July meeting to discuss the launch meeting now deferred to the 21 st July subject to confirmation by CA. ACTION		CA	21/07/2015
13.05	Selection of consultant to support the NP project CA to communicate the decision with the selected consultant. ACTION		CA	21/07/2015

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	CA	31-03-2015
12.04ic	To try and improve the response it was suggested there should be a link to the questionnaire circulated with the school routine information text. ACTION RF		RF	ASAP

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12.04iiib	There was a need for smaller maps (A3) similar to those in the Core Spatial Strategy and ARNOT plan. It those requiring maps inform NJS of the plan and page numbers he will arrange for these to be e-mailed. ACTION ALL		ALL	
12.04vd	Obtain (if available) Supportive maps to show recent village development ACTION JM		JM	07/06/2015
13.07i	It was agreed that the project should have a logo based on the initials ONP Our Neighbourhood Plan SW to design ACTION		SW	21/07/2015
13.07ii	Letter to local businesses to be circulated when launch date (<i>confirmed and set in concrete</i>) ACTION LS		LS	21/07/2015
13.07iii	It was agreed that the flyer circulated to all houses would also include the questionnaire ACTION SW		SW	21/07/2015

Ref	New Actions		Resp	Due by
14.06iia	<p>Launch meeting</p> <ul style="list-style-type: none"> • Propose that chair of PC or NHP committee introduce project • The consultant will then give a presentation. • Input from D Ray (ENC) <i>to be confirmed</i> <p>There will also be maps and information etc around the hall so there can be subsequent discussion. Possibly some historical information also. The meeting to be an open meeting 3 till 5 in the village hall. SW, CA Colin Wilkinson</p> <p>ACTION</p>		SW/CA/CW	
14.06iib	Colin Wilkinson to undertake a policy review ACTION		CW	
14.06iic	MDS to do some number crunching from census data ACTION		MDS	
14.06iid	NJS to establish if ENC will lend some display boards ACTION		NJS	

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14.07	The grant offer document requires that all members of the committee be aware of the Parish Councils Health and Safety policy and data protection. Please see attached documents ACTION ALL		ALL	
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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. It would now appear that this is over optimistic and 18 months + time frame would be more realistic.
1.11	E-mail addresses to be held centrally with limited authorised access.
2.08	Work plan timescales Project time frame:- The initial launch date has now been revised and will be announced at a later date. Launch at public meeting confirmed for 12th July See Reference 13.04
5.06i	Name for group. To be formally known as the “Brigstock Neighbourhood planning group”
13.04	<u>Review Planned Launch Date</u> it was decided to move the date to the Sunday after the beer festival. Sunday 20 th September.
13.05	<u>Selection of consultant to support the NP project</u> Using the agreed selection criteria consultant “1” on the matrix was selected.
13.07iii	It was agreed that the flyer circulated to all houses would also include the questionnaire