

Parish Plan Meetings

Meeting Number	4
Date Of Meeting:	3 rd March 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee Meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	17 th March 2015 Brigstock Village Hall
Attendees:	S Brown, N Searle, M Smith, L Spencer, S Wilks, M D Smith, C Allen, N Scofield D Ray from ENC Planning
Copies to:	Committee members plus Website and those expressing an interest

Item No	Subject
4.01	Introductions Chris Allen introduced the group to D Ray and gave an overview and update as to the current position.
4.02	Apologies S Porter and J Mumford gave their apologies L Spencer gave her apologies for the March 17th meeting
4.03	Minutes of last meeting
4.03i	Agreed as a accurate record of meeting 3 proceedings
4.03ii	Neighbourhood plan Designation letter submitted to ENC which would be verified. Then 6 weeks allowed for consultation.
4.04	Presentation by ENC Planning Officer The format of Daniel Ray's presentation was interactive conversation with the group with points discussed and explored listed below in no specific order or priority. Community to deliver plan not a Parish Council plan. This process is a game change situation for local decision making. Any plan must be in general accordance with plans above it ie Neighbourhood plan cannot conflict with ENC. ARNOT (SW to collect from ENC ACTION) and draft special strategy plan are available.

Parish Plan Meetings

Any plan must be supported by an evidence base. ENC have a lot of numbers performers etc which could support or be part of evidence gathering.

- Focus on land use in a positive way
- What development can the village sustainably support. The village is a limited development settlement but boundaries should not be treated as set in concrete.
- Open and green spaces and how to enhance (Criteria)
- Maintaining the historic core of the village
- Vision and goals should be set at the start of the process
- Identify policies (eg parking policy)
- Develop policies needed to achieve goals
- Gain evidence to support the policies
- Get people involved and identify their skills set
- Engage with the community to collect new ideas
- Strategic land availability sites put forward are on ENC website. Performa for criteria is available from ENC
- Plan when adopted would last till 2031
- ENC housing strategy could be used as a basis of a housing needs survey to establish needs ie. Sizes of property, owner-occupier, rent, shared ownership, social housing.
- Development there would need to be evidence to support a phasing of development ie "x" quantity every "x" years.
- Employment study. Can local business support sustainability
- School, get evidence of need (NCC). What are the future plans. Could there be a case for expansion/relocation.
- Exploration of an aspirational policy for sustainability with respect to energy. If a conversation does not take place then nothing will happen.
- Try and establish who owns land
- Nature side of things in parish excellent. Need to identify importance and retain their sustainability
- Must ask specific questions to obtain views.

There may be supplementary output/issues from the process which needs addressing. These should be recorded and directed to the appropriate channel for resolution.

4.05

Way forward following presentation

- 4.05i Realistic time scales about 18 months
- 4.05ii Plan must comply with the EU directives on human rights
- 4.05iii Referendum 50% of turnout must support
- 4.05iiii ENC fund inspection costs, referendum, examination
- 4.05v D Ray brought maps to sign so the request for Neighbourhood Plan designation could then go to consultation. This will take 6 weeks.
- 4.05vi D Ray gave a copy of ENC Neighbourhood Plan protocol and outlined the support given by ENC
- 4.05vii Maps required would be supplied at printing costs only by ENC. Contact Ed Norris
- 4.05viii NPS and SB will do some research on consultants **ACTION**
- 4.05viiii CA to contact Peter Edwards from planning progress for a dialogue on how they can help and the cost **ACTION**

Parish Plan Meetings

- 4.06** **Funding**
4.06i Funding "My community" website is helpful. Lottery grants etc
4.06ii SW to attend ENC funding day and will report back **ACTION**
- 4.07** **AOB**
None
- 4.08** **Date of next meeting**
Next meeting to be in village hall small meeting room on the 17th March at 7:30.

Brigstock Neighbourhood Plan

Ref	Completed Actions		Resp	Due by
1.06ii	NJS to try and obtain a word copy of the Tool Kit ACTION	This has not yet arrived but hopefully will be available before the next meeting (17 th Feb) Feb Have chased but still not received Feb Have received a word copy but appears to be corrupted, trying to get it sorted. Mar. Document in doc. Format now on website	NJS	03/02/15
2.04	Presentation by ENC Planning Officer It was not possible to make the arrangements for this meeting. SW to action for the next meeting.	Feb Planning office could not come to this meeting but will be present at the 3 rd March meeting Mar D Ray from ENC attended the 3 rd march meeting	SW	17/02/15
2.06	Questionnaire feedback SB action to talk to J Mumford and Richard Fincher regarding the questionnaire, format and collating the data	SB circulated an e-mail from Juliet Mumford	SB	17/02/15
3.06	Parish Council submission The parish council are required under the Localism act to apply to ENC for the designation to be subject to a neighbourhood plan. This will be put to the parish council meeting on the 18 th February Action	Feb Designation letter submitted Mar Went to consultation on the 5 th March	NJS/SW	18/02/15
3.08ia	Committee members to look at Chelveston and Kings Cliff (draft) plans, plus Oundle plan consultants report. Action		All	03/03/15
3.12iii	It was suggested that the parish council should write to ENC stating that the Gladman development proposal should not be considered due to the progress of an emerging Neighbourhood plan. Action	Feb Letter sent requesting deferral until plan adopted	SW/NJS	18/03/12

Brigstock Neighbourhood Plan

Ref	Outstanding Actions		Resp	Due by
1.07	ENC funding manager to be consulted, by SW. ACTION	Feb SW to go to a funding Evening at ENC Mar SW to attend funding event on the 5 th March	SW	03/02/15
1.11	RF to set up a mail chimp account ACTION	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
3.08ib	MS has had a dialogue with Stanwick and will contact them to gain an insight to there process. Action	Mar Dialogue not progressing will contact other councils	MDS	03/03/15
3.08ic	SW to chase Dan Kontorowich regarding maps Action		SW	03/03/15
3.09	Funding and Budget Plan No progress at present. The funding for a Neighbourhood plan is different from the original parish plan concept. The parish council will now have to be activity involved in funding the project. SW is going to a ENC funding day and will report back SW Action	Mar Funding day at ENC 5 th March	SW	05/03/15

Ref	New Actions		Resp	Due by
4.05viii	NPS and SB will do some research on consultants ACTION		NPS/SB	17/03/15
4.05viii	CA to contact Peter Edwards from planning progress for a dialogue on how they can help and the cost ACTION		CA	17/03/15
4.06ii	SW to attend ENC funding day and will report back ACTION		SW	17/03/15

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>