

## Brigstock Neighbourhood planning group

<b>Meeting Number</b>	5
<b>Date Of Meeting:</b>	17 <sup>th</sup> March 2015
<b>Location:</b>	Brigstock Village Hall
<b>Purpose Of Meeting:</b>	Committee Meeting
<b>Minutes Prepared By:</b>	Nigel Searle
<b>Date &amp; Location Of Next Meetings:</b>	31 <sup>st</sup> March 2015 Brigstock Village Hall
<b>Attendees:</b>	J Mumford, S Brown, N P Scofield, S Porter, C Allen, N Searle, S Wilks, M Smith, M D Smith
<b>Copies to:</b>	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
<b>5.01</b>	<b>Introductions</b> None required
<b>5.02</b>	<b>Apologies</b> L Spencer gave her apologies.
<b>5.03</b>	<b>Minutes of last meeting</b> Agreed as a record of meeting number 4 proceedings
<b>5.04</b>	<b>Review Presentation by ENC Planning Officer</b>
5.04i	There was general discussion on the dialogue with Daniel Ray ENC planning. The conversations with Daniel were very positive, constructive and most helpful.
5.04ii	The basic theme from the presentation was:- <ul style="list-style-type: none"> <li>• Be positive regarding land usage</li> <li>• Look at long term impacts/requirements of settlement (up to 2031)</li> <li>• Get as many people as possible involved, have conversations.</li> <li>• If using external resource consider the requirement ie:-               <ul style="list-style-type: none"> <li>○ Take advice</li> <li>○ Do part of project</li> <li>○ Do all of project</li> <li>○ Do all of project including writing the plan</li> </ul> </li> </ul>
	NS to confirm that the application has gone to consultation <b>ACTION NS</b>
<b>5.05</b>	<b>Use of consultants and their selection</b>
5.05.i	There was a great deal of discussion on this issue. Because of the parish council regulations any spend over £750:00 there should be three quotes, but there is no requirement to take the cheapest.

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- 5.05.ii After discussion 4 consultants were chosen.
- Maroon Planning
  - Martin Small
  - Planet X
  - ACRE
- CA to forward ACRE plan overview link **ACTION CA**  
SP To have dialogue with ACRE **ACTION SP**
- 5.05.iii SW to draft an email to send to get an indication of what they can bring to the project, other similar project work they have undertaken, background, professional status and general costing information. With a view to receiving response by next meeting **ACTION SW CA**
- 5.06 Next Steps**
- 5.06i Name for group. To be formally known as the “**Brigstock Neighbourhood planning group**”
- 5.06ii Sub committee needs terms of reference from parish council
- 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**
- 5.06iiii Get maps:- **ACTION NS**
- Parish scale 1:10,000 x 12
  - Village from access roads 1:1,250 x 12
- 5.07 Funding**
- 5.07i Funding cannot be applied for until the designation application has finished its consultation period NS to check date with ENC **ACTION NS**
- 5.07ii Parish council have made no funding provision to support the project in the 2015-16 budget, but it is funding the meeting room hire at present. Any additional support from the parish will need to be known by October 2015 for inclusion in the budget preparations.
- 5.07iii Government grant funding should be available believed to be £8,000:00 every 6 months.
- 5.07iiii CA to start looking at funding application forms. **ACTION CA**
- 5.08 AOB**
- None
- 5.09 Date of next meeting**
- Next meeting to be in village hall small meeting room on the 31st March at 7:30.

## Brigstock Neighbourhood Plan

Ref	Completed Actions		Resp	Due by
1.07	ENC funding manager to be consulted, by SW. <b>ACTION</b>	<b>Feb</b> SW to go to a funding Evening at ENC <b>Mar</b> SW to attend funding event on the 5 <sup>th</sup> March <b>Mar</b> SW reported that the event did not have any groups which supported neighbourhood planning	SW	03/02/15
3.08ib	MS has had a dialogue with Stanwick and will contact them to gain an insight to there process. <b>Action</b>	<b>Mar</b> Dialogue not progressing will contact other councils	MDS	03/03/15
3.09	<b>Funding and Budget Plan</b> 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 <b>Action</b>	<b>Mar</b> Funding day at ENC 5 <sup>th</sup> March	SW	05/03/15
4.05viii	NPS and SB will do some research on consultants <b>ACTION</b>	<b>Mar</b> Consultants were discussed and a list to go forward with agreed	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 <b>ACTION</b>	<b>Mar</b> Actioned but not to progress with that company	CA	17/03/15
4.06ii	SW to attend ENC funding day and will report back <b>ACTION</b>	<b>Mar</b> Actioned no support available	SW	17/03/15

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

## Brigstock Neighbourhood Plan

Ref	New Actions		Resp	Due by
5.04i	NS to confirm that the application has gone to consultation <b>ACTION NS</b>		NS	31-03-2015
5.05.ii	CA to forward ACRE plan overview link <b>ACTION CA</b>		CA	31-03-2015
5.05.ii	SP To have dialogue with ACRE <b>ACTION SP</b>		SP	31-03-2015
5.05.iii	SW to draft an email to send to get an indication of what they can bring to the project, other similar project work they have undertaken, background, professional status and general costing information. With a view to receiving response by next meeting <b>ACTION SW CA</b>		SW/CA	31-03-2015
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>		CA	31-03-2015
5.06iiii	Get maps:- <b>ACTION NS</b> Parish scale 1:10,000 x 12 Village from access roads 1:1,250 x 12		NS	31-03-2015
5.07i	Funding cannot be applied for until the designation application has finished its consultation period NS to check date with ENC <b>ACTION NS</b>		NS	31-03-2015
5.07iiii	CA to start looking at funding application forms. <b>ACTION CA</b>		CA	31-03-2015

## 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> ”