

Brigstock Neighbourhood Planning Group

Meeting Number	9
Date Of Meeting:	28 th April 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Consultant Meeting
Minutes Prepared By:	Malcolm Smith
Date & Location Of Next Meetings:	12 th May 2015 Brigstock Village Hall
Attendees:	N P Scofield, C Allen, S Wilks, M D Smith, M. Smith, L Spencer, S Brown, J. Mumford, R. Fincher
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
9.01	The purpose of this meeting was to discuss with consultant from “ Consultant three ” how they would support our neighbourhood plan project
9.02	<p>Introductions</p> <p>The members of the committee introduced themselves.</p> <p>CA gave an overview of the current state of play.</p> <ul style="list-style-type: none"> • Outline as to the origination of the desire to build a neighbourhood plan • Registered interest • Have village design statement • Decided on using a consultant to achieve our goals and conducting three interviews
9.03	<p>Apologies</p> <p>S. Porter, N Searle</p>
9.04	Minutes of last meeting
9.05	<p>Background Consultant</p> <ul style="list-style-type: none"> • Independent planning consultant with over 35 years experience • Retired from Milton Keynes council in 2012 • Established Parish & Community Futures (PFC) as a consultancy working with parish councils and other community bodies including delivery of neighbourhood plans • Supporting Stony Stratford Town Council and Campbell Park Parish Council towards neighbourhood plans. • See Appendix 1 for full background details

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9.06 "Consultant three" overview - Proposal for Brigstock Parish Council: Neighbourhood Plan

"Consultant three" presented a prepared document outlining the above a copy of which was given to each participant at the meeting. The contents of this document are as follows annotated with comments as discussed:

Page 1 - Index

PROPOSAL FOR BRIGSTOCK PARISH COUNCIL: NEIGHBOURHOOD PLAN

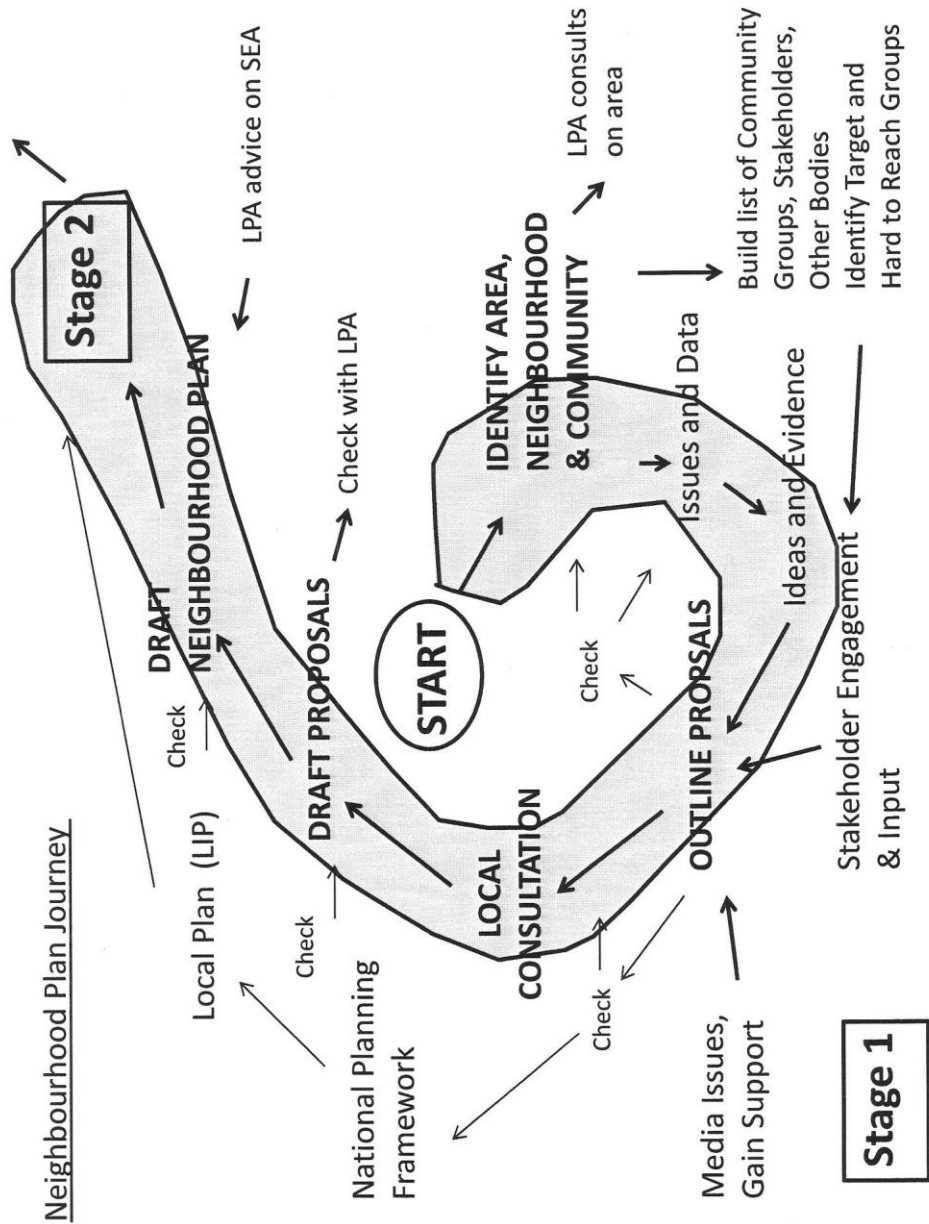
by [REDACTED], Parish & Community Futures

APRIL 2015

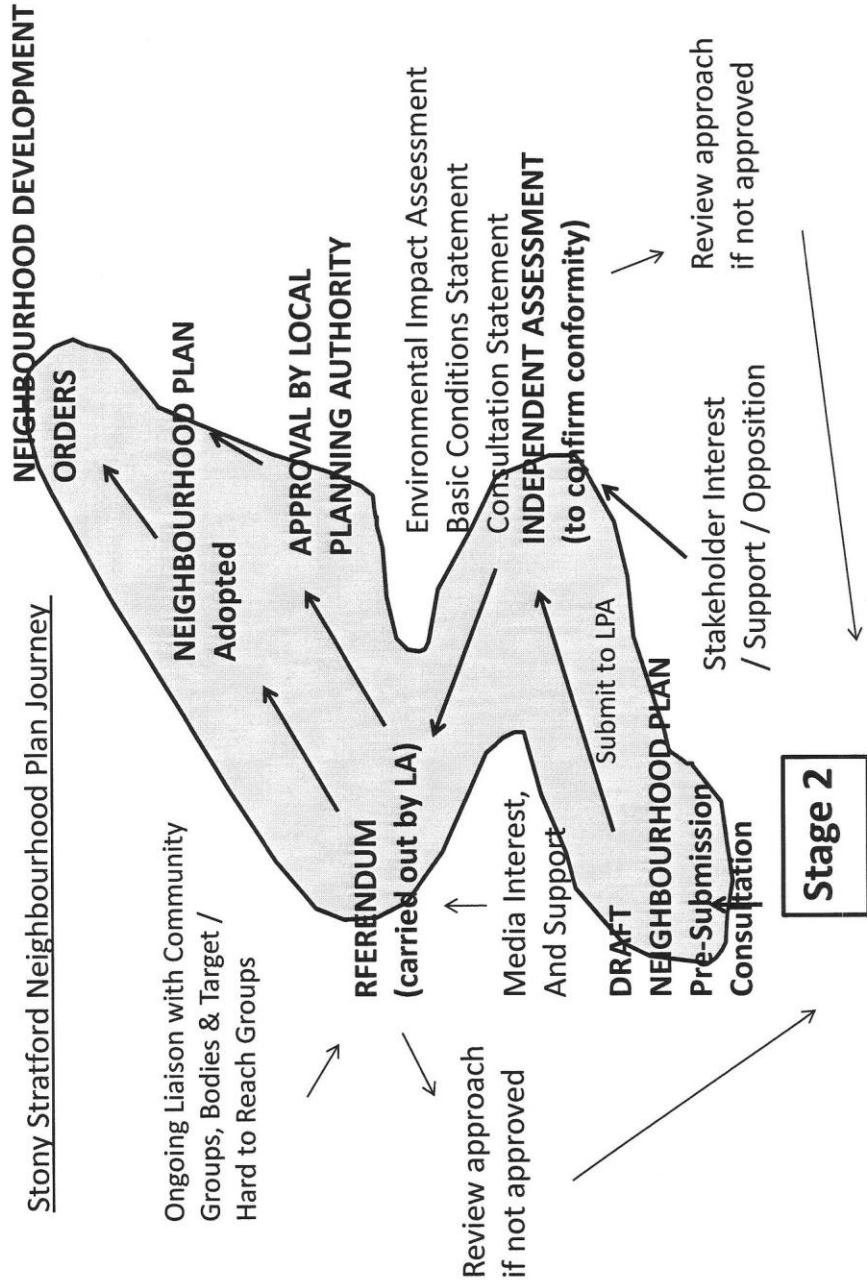
- 1) Neighbourhood Plan Journey
- 2) Reasons for undertaking a Neighbourhood Plan
- 3) Gladman Developments: Land off Benefield Rd, Brigstock 14/02372 OUT
- 4) Proposal
- 5) Personal Profile & Experience

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"Consultant 3" gave an overview of Neighbourhood Plans and outlined the Neighbourhood Plan Journey as illustrated on the following two diagrams on pages 2 and 3 of the handout:



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“Consultant 3” then referred to page 4 of his handout which concerned the reasons for undertaking a Neighbourhood Plan as follows:

1) Neighbourhood Plan Journey

copy attached

2) Reasons for undertaking a Neighbourhood Plan

Three reasons

- to identify a problem and ways to address it,
- to resist unwanted development, or thirdly
- to shape development pressures to a pattern that the community is happy with.

Don't forget to consider the 'do nothing' option!

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CA asked regarding the advantages of a Neighbourhood Plan over doing nothing. Doing nothing was considered to be an option only if local planning authority plans were robust and could be relied upon to provide acceptable development.

“Consultant 3” then turned to the recent planning application by Gladman developments and referred in his handout on page 5 to the 7 policy considerations made by East Northamptonshire Council in their rejection of this application as follows:

3) Gladman Developments: Land off Benefield Rd, Brigstock 14/02372 OUT

Clear statement of intention by the developers

Clear statement by the Planning Office

Refused 1st April, 2015

- re-submission
- appeal
- negotiation

Timescales?

Precedent for other land between the settlement boundary and the by-pass

Policy Considerations

1) National Planning Policy Framework 2012

2) North Northamptonshire Core Spatial Strategy 2008

Network of settlements

Distribution of Housing

3) Rural North Oundle & Thrapston Plan 2011

Settlement Roles

Windfall developments in settlements

4) East Northants Saved Policies 2006

5) Pre-submission Plan Northamptonshire Joint Core Strategy 2015: Joint Planning Unit

Spatial Policies: Growth Towns and Market Towns and Rural Areas

Meet needs locally: for market and affordable housing

Green Infrastructure

6) Emerging Brigstock Neighbourhood Plan

7) Brigstock Village Design Statement

Golden Thread: Evidence-based policy development based on locally identified issues and up-to-date identification of local housing needs.

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9.06i “Consultant three” clarification of Neighbourhood Plan initial requirements:

- A snapshot of the community concerning demographics
- What do people worry about?
- A survey of housing, employment, connectivity needs etc.

SW referred to a prior survey of housing needs in 2011.

“Consultant three” proposal

“Consultant three” went on the outline costings that might be incurred in employing him up to producing a draft Neighbourhood Plan though continuing to stress the possible lack of need for a Plan if local council development plans are robust:

4) Proposal

This proposal comprises the first stage in the 'journey' to draft Neighbourhood Plan stage.

Basic hourly rate £50

Each stage would be complete with the production of a document emailed to the clerk. Any hard copy printing would be an additional charge. Travel costs: 40p per mile.

Stages in Neighbourhood Plan	Hours - estimate	Costs
Prepare a Community & Stakeholder Register	2-3 hours	£100
Prepare a Benchmark 2015 report	15- 25 hours	approx £1,000
Prepare a report on issues and outline proposals	5 hours	£250
Devise Community Engagement programme	4 hours	£200
Prepare Issues / Housing Needs questionnaire	5 hours	£250
Work with designers to develop consultation material, social media, etc.	?	
Analysis of local consultation responses and report preparation	12 hours	£600
Prepare draft neighbourhood plan (word document)	10 hours	£500
Attendance at meetings	As necessary	£50 per hour

NB: i) The Parish Council may wish to undertake some of these stages using in-house / local resources, or may have some of the information (e.g. Benchmark report) already.

ii) This proposal assumes the parish council will have its own liaison arrangements with East Northants Council.

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9.07

Discussion

“Consultant 3” opened the discussion by posing the question as to whether the village envelope supported current housing needs within it and what were desirable needs and actual needs?

FR Asked for clarification of “desirable” and “actual”

SW Reiterated the housing needs survey of 2011

There was further discussion over the Gladman Developments planning application, land availability and the need for a Neighbourhood Plan

“Consultant three” reiterated the requirement to build information based on need and, if allocating land outside of the village envelope that surrounding land could be donated to the community.

MS asked if development outside of the village envelope would set a precedent to which “Consultant 3” answered that this could be defended by a housing needs survey.

SB asked regarding the timescale for completion of a plan to which the answer was towards the end of 2016

CA enquired regarding site identification which was thought to be better if it was specific.

NS enquired regarding the adoption of the plan by East Northamptonshire Council to which it was stated that it must align with their policies.

JM enquired regarding the consultant's involvement in funding to which he replied he had been involved in one funding situation.

It was then asked, having taken funding, if continuation to a plan is mandatory. The consultant responded that funds could be drawn down but the process could be ended by giving reasons.

SB asked concerning the need to conduct an initial survey and to continue on the basis of the results to which the answer was yes.

MS enquired as to the inclusion of transport considerations in the plan to which the consultant agreed,

NS asked if there should be a briefing document to ensure cohesion of agreed thought amongst steering group members to which the answer was yes.

“Consultant 3” asked concerning governance and the parish council to which he was advised that the steering group was a sub-committee of the parish council. The consultant advised that the parish council should be involved in the delivery of the plan in respect to a website, Facebook page etc.

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9.08 Conclusion

CA brought matters to a close by:

- Giving a resume of the meeting
- Reference to further decision making as to what help is required
- Emphasis that a request for quotations would be send-out based on defined requirements
- Finance by grant application would be made
- Decisions would be made in the next few weeks.

CA enquired of the consultant as to his attendance at meetings which he said he would do as and when required and that distance from his base in Milton Keynes was not an issue.

MS enquired as to the availability of a template for a questionnaire to which the consultant affirmed was available

The meeting with "Consultant three" was then brought to a close

9.09 Ensuing discussion

Individuals gave their immediate views as to the meeting and consideration was given to formal selection of a consultant from the three choices available at a later date.

NS offered to liaise with East Northamptonshire Council and Dan Ray especially in respect to budget matters and finance drawdown.

MS presented a suggestion for inclusion in the next edition of Brigstock News (June 2015) which was a centrefold for the magazine outlining the background to the Neighbourhood Plan and an initial survey of people's views in regard to current and future housing, employment and the local environment. The group said that they would consider this option and would report back to MS with an overview of considerations being presented at the next meeting.

CA raised the issue of contacting affinity groups in the village which LS agreed to give thought to how these groups might be contacted.

CA Suggested that the next meeting be held on Tuesday 12th May at 7.30 to which the attendance of Dan Ray was requested. NS agreed to arrange this

END

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9.10

Appendix 1 – “Consultant 3” Personal Profile and experience

5) Personal Profile & Experience

██████████ is an independent planning consultant with over thirty-five years experience in planning matters and working with Parish, Town and Community councils. Retired from Milton Keynes Council in 2012, ██████████ has established Parish & Community Futures (PCF) as a consultancy specialising in working with parish councils and other community bodies to support improvements in people's lives and deliver neighbourhood plans.

40 years experience in local government

- as a planner in Development Control, Forward Plans, and Strategic Planning,
- bidding team member for unitary authority, then negotiating with Bucks CC on transfer of Environment services
- member of Environment Services management team 1997-2008
- corporate manager for Parish Liaison 2000-2012

Qualifications

- Member Royal Town Planning Institute 1980
- B.Sc (Hons) London: Geography & Geology 1975
- Post-graduate Diploma in Town Planning 1980
- Post-graduate Diploma in Management Studies (Credit) 1995
- Basic Teaching qualification (PTLLS) 2013

Parish & Community Futures Consultancy

- Established 2012
- currently supporting two parishes towards neighbourhood plans
- supporting grant bids
- occasional consultancy with other parishes
- occasional commercial clients

And

voluntary work with the MK Food Bank
primary school governor
working on third novel
managing a small block of woodland.

References

clerk / chair Stony Stratford Town Council and Campbell Park Parish Council

Brigstock Neighbourhood Planning Group

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www.Brigstock.net
Brigstockcouncil@aol.com

Brigstock Neighbourhood Plan

Ref	Completed Actions		Resp	Due by
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	Done	SW/CA	31-03-2015
5.04i	NS to confirm that the application has gone to consultation ACTION NS	Done	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 ACTION NS	Done	NS	31-03-2015

Ref	Outstanding Actions		Resp	Due by
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
3.08ic	SW to chase Dan Kontorowich regarding maps Action		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. ACTION CA	Very slow start	CA	31-03-2015
5.06iiii	Get maps:- ACTION NS Parish scale 1:10,000 x 12 Village from access roads 1:1,250 x 12		NS	31-03-2015
5.07iiii	CA to start looking at funding application forms. ACTION CA		CA	31-03-2015

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Ref	New Actions		Resp	Due by
7.10	After the presentations from all three consultants NPS will construct a requirements document and send to all consultants for a quotation.		NPS	May 15

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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 “Brigstock Neighbourhood planning group”