

Brigstock Neighbourhood Planning Subcommittee

Meeting Number	15
Date Of Meeting:	11 th August 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	18 th August 2015 Brigstock Village Hall
Attendees:	C Allen (Chair), N Schofield , S Wilks, M D Smith, M. Smith, N Searle, S Brown, J Mumford
To be notified	D Ray - ENC Colin Wilkinson - Consultant
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
15.01	<u>Public Forum</u> None present
15.02	<u>Apologies</u> L Spencer sent her apologies.
15.03	<u>Declaration of interests</u> None declared
15.04	<u>Minutes of previous meeting (14)</u> These were approved and signed as a true record of the meeting.
15.05	<u>Review outstanding actions</u> See action diary appendix <ul style="list-style-type: none"> • Grant now approved
15.06	<u>Agree new actions and priorities</u> <u>General comment and discussion</u>
15.06ia	MDS undertook a presentation of the census data relating to the village in the following areas:- <ul style="list-style-type: none"> • Age distribution • Housing ownership • House size (by bedroom) • Socio-economic profile • Employment • Transport
15.06ib	MDS was asked if he could establish if the distributions were representative of this size of rural settlement. ACTION
15.06ic	MDS would circulate the presentation ACTION
15.06ii	NJS to establish if ENC can supply historical map overlays ACTION

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- 15.06iii NS to circulate village design statement to group **ACTION**
- 15.06iiii The display boards should be limited to about 5. From the list supplied by Colin Wilkinson CA will summarise the content for the boards and circulate. The final content will be signed off at the 18th August meeting. **ACTION**
- 15.06v SW to design advertising poster **ACTION**
- 15.06vi NS to establish if WI will do refreshments and establish their charges **ACTION**
- 15.06vii NS to provide a list of the parish properties outside the village envelop **ACTION**
- 15.06viii Local business to be invited to attend launch meeting **ACTION**
- 15.06viiii Separate stake holder meeting to be arranged. Provisionally booked for the 13th October **ACTION**
- 15.06x NS to invite CPRE to the stakeholder meeting **ACTION**
- 15.07** **Correspondence**
Chris Wilkinson sent the following documents:-
- Local plan policy review
 - Public meeting overview
 - Suggestions for information boards etc Attached
- 15.08** **AOB**
None
- 15.09** **Date of next meeting**
18th August in the village hall meeting room @ 7:30

Brigstock Neighbourhood Planning Subcommittee

Welcome board
Map of parish
Map of village with all development sites
List of committee members and how to join committee Constitution
NDP process flow chart
Historical time line of village development (illustrated)
The demographic make-up of the parish/village <ul style="list-style-type: none">• Age groups• Household sizes• Change 2001 to 2011
Transport <ul style="list-style-type: none">• Parking• Speeding• Network• Buses• Lorries• Commuting• Public transport
Development / Housing <ul style="list-style-type: none">• Have to plan reasonable level of housing in the area• Small scale development/single plots• New build, conversions• Affordable, is there a need?• Housing provision• Design• Location• Housing council tax bands• Needs of older people- downsizer housing, bungalows
Illustrations of different architectural styles in the village <ul style="list-style-type: none">• Photos
Green Spaces <ul style="list-style-type: none">• Definitions• Existing• New• Buffer between bypass and village• Pocket park• Country Park
Environmental issues/tree preservation <ul style="list-style-type: none">• Climate change – should planning conditions / building regulations be imposed?• Energy efficiency• Energy generation- wind farms, solar
Infrastructure <ul style="list-style-type: none">• Telecommunications BT/Openreach• Roads, pavements and verges• Drainage and sewers

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<ul style="list-style-type: none">• Flooding• Street cleanliness/waste bins• Street furniture/seats etc• Traffic signage – too much, too little?• School capacity• GP surgery capacity
Information from each village service provider – water, elec, gas, broadband, buses etc (Western Power Distribution)
Heritage Conservation Area <ul style="list-style-type: none">• Definition• Responsibilities• Implications Listed Buildings Locally Listed Buildings Archaeology
List of village attributes – visitors asked to prioritise them on a printed form – Quality of life assessment <ul style="list-style-type: none">• Quiet• Green/open surroundings• Community spirit• Community facilities• Community clubs• Shop• Pubs• Bus• GP surgery• School• Houses of different sizes and styles• Slow organic growth• Low traffic volumes• Wildlife – dependence on trees/hedges/open spaces
The future for young people in the village <ul style="list-style-type: none">• Opportunity to buy/rent houses• Transport links to local towns if don't have a car, motorbike etc• Work prospects• Facilities
Commercial activity in the village <ul style="list-style-type: none">• Farms• Businesses• People working from home• Shop• Pubs• Access to employment• Development of new businesses/subsequent expansion into countryside
Brigstock Camp <ul style="list-style-type: none">• Latest• What should happen

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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	£97.94						
Balance	£3,323	£3,225.06						

Unbudgeted details

Month	Reference	Cost	Supplier	Item
Aug	101143	£24.41	ENC	Map printing
Aug	101149	£73.53	ENC	Map printing

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Ref	Completed Actions		Resp	Due by
14.06iib	Colin Wilkinson to undertake a policy review ACTION	ENC policy list tabled	CW	
14.06iic	MDS to do some number crunching from census data ACTION	Presentation of census data at meeting	MDS	
14.06iid	NJS to establish if ENC will lend some display boards ACTION	ENC will lend display boards	NJS	
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	H & S Policy Circulated	ALL	

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
12.04iic	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
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

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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
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 ACTION</p>	The detail of the displays for launch to be finalised at that 18 th August Meeting	SW/CA/CW	

Ref	New Actions		Resp	Due by
	MDS was asked if he could establish if the census distributions were representative of this size of rural settlement. ACTION		MDS	
15.06ic	MDS would circulate the presentation ACTION		MDS	18/08/2015
15.06ii	NJS to establish if ENC can supply historical map overlays ACTION		NJS	18/08/2015
15.06iii	NS to circulate village design statement to group ACTION		NJS	18/08/2015
15.06iiii	The display boards should be limited to about 5. From the list supplied by Colin Wilkinson CA will summarise the content for the boards and circulate. The final content will be signed off at the 18 th August meeting. ACTION		CA	18/08/2015

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15.06v	SW to design advertising poster ACTION		SW	18/08/2015
15.06vi	NS to establish if WI will do refreshments and establish their charges ACTION		NS	18/08/2015
15.06viii	Local business to be invited to attend launch meeting ACTION		T.B.A	
15.06viii	Separate stake holder meeting to be arranged ACTION	Provisionally booked for the 13 th October	T.B.A	
15.06x	NS to invite CPRE to the stakeholder meeting ACTION		NS	18/08/2015

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. 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