

Brigstock Neighbourhood Planning Group

Meeting Number	13
Date Of Meeting:	30 th June 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	21 July 2015 Brigstock Village Hall
Attendees:	N Schofield (Chair), S Wilks, M D Smith, M. Smith, S Brown, N Searle, Lucy Spencer, R Fincher, J Mumford,
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
13.01	<u>Public Forum</u> None present
13.02	<u>Apologies</u> Ian Simpson and C Allen sent their apologies.
13.03	<u>Declaration of interests</u> None declared
13.04	<u>Review Planned Launch Date</u>
13.04i	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.
13.04ii	Notices to inform of change will be posted on the Village notice board, In the ET, Facebook, and the village Hall.
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
13.05	<u>Selection of consultant to support the NP project</u>
13.05i	Using the agreed selection criteria consultant "1" on the matrix prepared by Ian Simpson was selected. Proposed by MS and Seconded by SB unanimous.
13.05ii	CA to communicate the decision with the selected consultant. ACTION

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13.06 Correspondence

For the meeting records the Parish Council have been contacted by land owners/agents wishing to register interest to potential development sites.

The committee commented that should the Parish Council be contacted regarding availability of land for development the request/s should be directed to the Neighbourhood Plan Committee in the first instance.

13.07 **AOB**

13.07i It was agreed that the project should have a logo based on the initials ONP Our Neighbourhood Plan SW to design **ACTION**

13.07ii Letter to local businesses to be circulated when launch date (*confirmed and set in concrete*) **ACTION LS**

13.07iii It was agreed that the flyer circulated to all houses would also include the questionnaire **ACTION SW**

13.08 **Date of next meeting**

21st July in the village hall meeting room @ 7:30

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Ref	Completed Actions	Resp	Due by
12.04ia	Responses received from the three consultants ask to tender. CA to e-mail copies of submissions that are to be treated as commercially sensitive and should NOT to be re-circulated. ACTION CA	CA	24/06/2015
12.04ib	The quotation should be studied and ranked based on a parameter matrix including Experience, Locality, Price, Presentation and insurance. ACTION IS to provide a matrix template. All to respond by Friday 26th	IS/ All to respond	26/06/2015
12.04ic	In order to assist the completion of the matrix NPS will supply a cost comparison for each consultant from the data they supplied. ACTION NPS	NPS	25/06/2015
12.04id	Telephone contact should be made with the organisations the consultants have supported to establish if there has been any issues ACTION NJS	NJS	25/06/2015
10.09	<u>Launch date</u> It was proposed that subject to the hall being available this should be on the 19 th July 2 till 5. SW to check availability ACTION Subsequent to the meeting SW has confirmed that the hall is booked for that date and suggests the 12th July	SW	19/05/2015
12.04iiia	LS circulated a letter intended to make local businesses aware of the programme and to solicit their views/contribution. LS also circulated a list of village businesses, would the group please review this and e-mail LS with any additions. ACTION ALL	ALL	ASAP

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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
5.07iii	CA to start looking at funding application forms. ACTION CA	In progress	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	
12.04va	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
12.04vd	Obtain (if available) Supportive maps to show recent village development ACTION JM		JM	07/06/2015

Ref	New Actions		Resp	Due by
13.05ii	CA to communicate the decision with the selected consultant. ACTION		CA	21/07/2015
13.04	<u>Review Planned Launch Date</u> 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

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13.05	Selection of consultant to support the NP project CA to communicate the decision with the selected consultant. ACTION		CA	21/07/2015
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

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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. 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