

Brigstock Neighbourhood Planning Subcommittee

Meeting Number	17
Date Of Meeting:	14 th September 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	22 nd September 2015 Brigstock Village Hall
Attendees:	C Allen (Chair), S Wilks, M D Smith, M. Smith, N Searle, S Brown, N Schofield, R Fincher. L Spencer, Ian Simpson
To be notified	Mike Burton– ENC Planning. Colin Wilkinson - Consultant
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
17.01	<u>Public Forum</u> None present
17.02	<u>Apologies</u> Colin Wilkinson and J Mumford sent their apologies.
17.03	<u>Declaration of interests</u> None declared
17.04	<u>Minutes of previous meeting (16)</u> These were approved and signed as a true record of the meeting.
17.05	<u>Review outstanding actions</u> See action diary appendix Business letters sent out but only one response to date.
17.06	<u>Agree new actions and priorities</u>
17.06i	<u>Finalise display board content for open meeting</u> The meeting reviewed and discussed the content of the information to be displayed. With a few minor adjustments the tabled content was good to go.
17.06ii	As a common theme the presentation font should be Aerial
17.06iii	It was agreed that the SHLAA document should not be displayed
17.06iiii	The beer festival would be clearing up on the Sunday morning and should be finished by 12. It was agreed that we would all meet at <u>1 o'clock Prompt</u> to set up.

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17.06v Size of display board to be obtained and circulated to group **ACTION NJS**

17.06vi List of all street names and numbers to be supplied to Ian Simpson **ACTION NJS**

17.06vii NPS had meeting with cricket club and circulated report

17.07 Correspondence

D Ray ENC planning support e-mailed to say he was leaving the council and Mike Burton would be our support.

Andrew Hiorns Ltd Milton Keynes Sent an e-mail to say they had acquired land to the north of the village and would like to meet the group. There was a response that we would contact them at a later date. (When we were in a position to have a stakeholder meeting)

17.08 AOB
None

17.09 Date of next meeting
22nd September in the village hall meeting room @ 7:30

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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	£31.50					
Total	£3,323	£97.94	£31.50					
Available Funds Balance	£3,323	£3,225.06	£3193.56					

Unbudgeted details

Month	Reference	Cost	Supplier	Item
Aug	101143	£24.41	ENC	Map printing
Aug	101149	£73.53	ENC	Map printing
Sept	101160	£31.50	Royal Mail	Postage

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Ref	Completed Actions		Resp	Due by
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	None requested by committee members. Aug Have obtained a selection for Launch meeting	ALL	
12.04vd	Obtain (if available) Supportive maps to show recent village development ACTION JM	Sept Historic map received	JM	07/06/2015
13.07ii	Letter to local businesses to be circulated when launch date (<i>confirmed and set in concrete</i>) ACTION LS	Sept Circulated	LS	21/07/2015
15.06iii	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	Sept Agreed and content reviewed on the 14th September	CA	18/08/2015
15.06vi	NS to establish if WI will do refreshments and establish their charges ACTION	Aug WI have agreed at cost and a donation	NS	18/08/2015
15.06viii	Local business to be invited to attend launch meeting ACTION	Sept Actioned	T.B.A	
15.06x	NS to invite CPRE to the stakeholder meeting ACTION	Sept Invitation sent and accepted	NS	18/08/2015
16.06iii	Invite District Councillor, County Councillor and MP	Aug Invitation Sent by e-mail	NS	10/09/2015
16.06iii	Name badges	Sept At the 14th meeting agreed each to supply own	MDS	10/09/2015
16.06iii	Map ARNOT plan appendix 13 open spaces A1 Size	Sept Map provided	NS	10/09/2015
16.06iii	Poster and new letter to be sent to outlining addresses	Sept Actioned	NS	10/09/2015

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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
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
13.07iii	It was agreed that the flyer circulated to all houses would also include the questionnaire ACTION SW		SW	21/07/2015
15.06viii	Separate stake holder meeting to be arranged ACTION	Sept Provisionally booked for the 13 th October this may require a revision	T.B.A	

Ref	New Actions		Resp	Due by
17.06v	Size of display board to be obtained and circulated to group ACTION NJS		NJS	20/09/2015
17.06vi	List of all street names and numbers to be supplied to Ian Simpson ACTION NJS		NJS	20/09/2015

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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
15.06viii	Separate stakeholder meeting to be arranged. Provisionally booked for the 13 th October