

## Brigstock Neighbourhood Plan

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<b>Meeting Number</b>	21
<b>Date Of Meeting:</b>	24 <sup>th</sup> November 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>	8 <sup>th</sup> December 2015 Brigstock Village Hall meeting room
<b>Attendees:</b>	C Allen (Chair), S Wilks, M D Smith, M. Smith, N Searle, N Schofield, L. Spencer, S Brown  J Leech
<b>To be notified</b>	Mike Burton– ENC Planning. Colin Wilkinson - Consultant
<b>Copies to:</b>	Committee members, Parish Councillors plus Website and those expressing an interest

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### Stakeholders Meeting 12<sup>th</sup> November 2015

Item No	Subject
<b>21.01</b>	<b><u>Public Forum</u></b> 1 member present
<b>21.02</b>	<b><u>Apologies</u></b> J Mumford and R Fincher sent their apologies
<b>21.03</b>	<b><u>Declaration of interests</u></b> LS declared an interest .
<b>21.04</b>	<b><u>Minutes of previous meeting (20)</u></b> These were approved and signed as a true record of the meeting.
<b>21.05</b>	<b><u>Review Stakeholder Meeting</u></b> The chair thanked the committee members for their support at the stakeholder meeting. The turnout was good and provided information which supported previously gathered data gained from surveys and public meeting.  Output from the stakeholder meeting to be added to website.

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<p><b>21.06</b> 21.06i</p>	<p><b><u>Agree new actions and priorities</u></b> <u>Traffic survey</u> The parish council had had a request from to support the funding of a traffic survey. The council declined stating that a volunteer survey would be desirable to test the need.</p>
<p>21.06ii</p>	<p><b><u>Questionnaire</u></b> The draft questionnaire (version 4) was discussed in detail up to question 30. SW to provide additional text regarding Rockingham Forest <b>ACTION</b> and CA will update to version 5 for the next meeting when the rest of the document will be critiqued. <b>ACTION</b></p> <p>There was some confusion as to the versions of the questionnaire each member had. All subsequent versions to have version number and date updated in the footer. <b>ACTION</b> CA</p> <p>SB will talk to Julia Mumford regarding the electronic version.</p> <p>Questionnaires to be delivered one per house. Should each member of the household wish they can each complete a questionnaire on line.</p> <p>There had been discussions with the printers regarding cost. It was thought that 8 A3 pages folded should be adequate. Before final costings can be agreed final content and decision on monochrome or colour printing to be made.</p>
<p>21.06iii</p>	<p><b><u>Housing needs survey</u></b> Rockingham Housing Association in conjunction with the Parish Council are undertaking a housing needs survey to establish the current and future housing needs.</p> <p>The questionnaires have arrived for circulation but an amendment is required. The documents will be circulated in the next 10 days. SW to manage process <b>ACTION</b></p>
<p>21.06iiii</p>	<p><b><u>Maps</u></b> The following map is required NS to <b>ACTION</b></p> <p>Settlement Boundary Harpers Brook, Fermyn Woods Country Park, Brigstock Pocket Park and the other wildlife sites Locally listed buildings Local Green Spaces Housing site options Gladmans site Brigstock Camp</p>
<p>21.06v</p>	<p><b><u>Documents required</u></b> Agenda next meeting</p>

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21.06vi	<u>Time Lines</u> The final draft to be ready on the 15 <sup>th</sup> December (not layout)  Agenda next meeting
<b>20.07</b>	<b><u>Gladmans</u></b> There was general discussion on the appeal
<b>20.08</b>	<b>Correspondence</b> No relevant correspondence received
<b>20.09</b>	<b>AOB</b> None
<b>20.10</b>	<b>Date of next meeting</b> 8 <sup>th</sup> December in the village hall meeting room @ 7:30

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### Time Line

September	October	November	December	January	February
Launch Meeting		Stakeholders meeting	Agree printing costs		
		Housing Needs Survey forms issued	Housing Neds Survey Issued		
			Options Document <b>CW</b>		
		Draft Questionnaire <b>CW</b>	Finalised questionnaire	Questionnaire printed and circulated round village	

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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		£325:00					
Consultant –Launch event advice	£390		£490:80					
Consultant –Questionnaire & Analysis	£1,690				£468.00			
Printing Costs – Questionnaire	£208							
Publicity Costs - Poster Printing	£10							
Publicity Costs - Street signage	£180							
Unbudgeted	£000	£97.94	£31.50	£14:46				
<b>Total</b>	<b>£3,323</b>	<b>£97.94</b>	<b>£847.30</b>	<b>£14:46</b>	<b>£468.00</b>			
<b>Available Funds Balance</b>	<b>£3,323</b>	<b>£3,225:06</b>	<b>£2,377.76</b>	<b>£2,363.30</b>	<b>£1,895.30</b>			
<b>VAT this is re-claimable</b>			<b>£163:16</b>		<b>£90.72</b>			

Month	Reference	Cost ex VAT	Supplier	Item
Aug	101143	£24:41	ENC	Map printing
Aug	101149	£73.53	ENC	Map printing
Sept	101160	£31.50	N Searle	Postage
Sept	101167	£815:80	Planit-X	Consultancy
Oct	101170	£14.49	L Spencer	Paper/Postage
Nov	101182	£486.00	Planit-X	Consultancy

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Ref	Completed Actions		Resp	Due by
20.06i	There had only been 21 responses to the invitation 17 acceptances and 4 cannot attend. There were some additional attendees suggested, Lucy Spencer to be kept informed of any additional attendees.		All	12/11/2015
20.06i	Name badge		JM	12/11/2015
20.06ii	Colin Wilkinson to produce draft questionnaire from the information currently available. Draft to be circulated by the 20 <sup>th</sup> for discussion at the meeting on the 24 <sup>th</sup> <b>ACTION</b>		CW	12/11/2015
20.06ii	MS to write an article for the village newsletter informing the village residents about and to expect the questionnaire. <b>ACTION.</b>		MS	20/11/20015

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. <b>ACTION CA</b>	Very slow start Progressing	CA	31-03-2015

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Ref	New Actions	Resp	Due by
21.06i	The draft questionnaire (version 4) was discussed in detail up to question 30. SW to provide additional text regarding Rockingham Forest <b>ACTION</b> and	SW	08/12/20015
21.06i	CA will update to version 5 for the next meeting when the rest of the document will be critiqued. <b>ACTION</b>	CA	08/12/20015
21.06iiii	<u>Housing needs survey</u> The questionnaires have arrived for circulation but an amendment is required. The documents will be circulated in the next 10 days. SW to manage process <b>ACTION</b>	SW	08/12/2015
	<u>Maps</u> The following map is required NS to <b>ACTION</b>  Settlement Boundary, Harpers Brook, Fermyn Woods Country Park, Brigstock Pocket Park and the other wildlife sites, Locally listed buildings, Local Green Spaces, Housing site options, Gladmans site, Brigstock Camp	NS	08/12/2015

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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. <span style="color: red;">It would now appear that this is over optimistic and 18 months + time frame would be more realistic.</span>
1.11	E-mail addresses to be held centrally with limited authorised access.
2.08	Work plan timescales Project time frame:- <span style="color: red;">The initial launch date has now been revised and will be announced at a later date. Launch at public meeting confirmed for 12<sup>th</sup> July</span> <b>See Reference 13.04</b>
5.06i	Name for group. To be formally known as the <b>"Brigstock Neighbourhood planning group"</b>
13.04	Review Planned Launch Date it was decided to move the date to the Sunday after the beer festival. Sunday 20 <sup>th</sup> September.
13.05	Selection of consultant to support the NP project 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 <sup>th</sup> October <span style="color: red;">Rearranged for 11<sup>th</sup> November. Now confirmed 12<sup>th</sup> November</span>
21.06vi	The final draft of questionnaire to be ready on the 15 <sup>th</sup> December (not layout)
19.06ci	Aim to have questionnaire available for sign off on the 20 <sup>th</sup> January 2016. <b>Target date to receive from printers is now the 15<sup>th</sup> January 2016</b>