

Brigstock Neighbourhood Planning Sub-Committee

Meeting Number	26
Date Of Meeting:	2nd February 2016
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	23 rd February 2016 Brigstock Village Hall meeting room
Attendees:	C Allen (Chair), M D Smith, M Smith, N Schofield, S Brown, N Searle, S Wilks, L Spencer J Leach
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
26.01	<u>Public Forum</u> One member present
26.02	<u>Apologies</u> None received
26.03	<u>Declaration of interests</u> No pecuniary interests
26.04	<u>Minutes of previous meeting (25)</u> These were approved and signed as a true record of the meeting.
26.05	<u>Outstanding Actions</u> See action diary appendix
26.06	<u>Questionnaire Review</u>
26.06i	Returns to date 32 electronic entries, 26 collected from post office. 10 handed in to NJS TOTAL 68
26.06ii	Follow up schedule Target (<i>date for completion 21st February</i>) MDS to re-circulate the list of who's doing what follow ups ACTION
26.06iii	SB to put up posters reminding people to complete the questionnaire ACTION
26.06iiii	SW to give Carl Hector a briefing and NS to brief Steve Porter. ACTION
26.06v	For security it was suggested that callers make someone aware where they are going and when expected back, and sign back in with them when finished. If they have any concerns about certain properties, these can be missed.

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26.07	<u>Set New Priorities (ACTIONS)</u>
26.07i	SB to write to Nick with thanks for the pro bono work he did for the project.
26.07ii	It was agreed to pay JM £200:00 for the work on the electronic questionnaire and the future analysis requirements proposed SW Secoded NPS unanimous. Juliet to be invited to the next meeting to give an indication as to what analysis options are available.
26.07iii	Website page. Add NPS remove SP from committee correct spelling error. ACTION
26.07iiii	All hard copies input by the committee must be retained and given to NJS ACTION
26.07v	CA to discuss with RF the gathering of e-mails ACTION
26.07vi	NS to do a thank you gift to the Beckett's for all their hard work in delivering the questionnaires to all households ACTION .
26.07vii	LS to get Steph Beckett to put a reminder in the ET for people to complete the questionnaire ACTION
26.07viii	NPS to review the project plan timeframes at the next meeting ACTION
26.07viiii	Start to look at future development sites. Agenda next meeting ACTION
26.07x	CA will put in the 4 th March News Letter a reminder that there is a small window to complete questionnaire. ACTION
26.08	<u>Correspondence</u>
	CA received project review documentation from our funders. CA will be completing documentation for the next tranche of funding ACTION
26.09	<u>AOB</u>
	Gladmans appeal date set for 19 th July 2016. Review output from questionnaires to support objections to the proposal at the appeal.
25.11	<u>Date of next meeting</u>
	23 rd February 2016 in the village hall meeting room @ 7:30

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Time Line

December	January	February	March	April	May
Agree printing costs					
Housing Needs Survey Issued	Housing Needs Survey completed	Chase outstanding Questionnaire responses	Questionnaire responses closed		
Options Document CW		Review current timelines			
Finalised questionnaire	Questionnaire printed and circulated round village	Commence drafting NP, with structure			

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ACCOUNTS ANALYSIS

Approved grant budget

August 2015 to February 2016

Item	Budget	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Receipts	£3,323							£50
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				
Total	£3,323	£97.94	£847.30	£14:46	£468.00			
Available Funds Balance	£3,323	£3,225:06	£2,377.76	£2,363.30	£1,895.30			
VAT this is re-claimable			£163:16		£90.72			

Received £3,323:00 from Grant

Received £50:00 from Gigaclear

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
25.06ii	SB to arrange for the paper questionnaire final artwork. SB authorised a spend not exceeding £250:00 for the completed artwork. Proposed CA seconded RF ACTION		
25.06iii	NJS to arrange samples of other questionnaires to be sent to SB ACTION	NS	02/02/2016
25.06iiii	It was agreed in principle that the final questionnaire should be if possible 6 sheets of A3 folded as A4 and will be in an envelope which will have the printed instructions on it. CA to draft envelope text and circulate. ACTION	CA	02/02/2016
25.06v	CA will after consultation authorise the sign off of the questionnaire ACTION	CA	02/02/2016
25.06viii	MS to provide S Beckett with an up-to-date list of houses and S Becket will arrange for the distribution. ACTION	MDS	02/02/2016
25.07iii	Juliet Mumford made a record of all the comments and will amend the survey layout and forward to CA.. ACTION	CA / Juliet Mumford	02/02/2016
25.07iiii	CA was authorised to signoff the electronic survey after consultation ACTION	NS	02/02/2016
25.10i	NS to add links to the core spatial strategy and ARNOT plan on the Brigstock web site ACTION	NS	02/02/2016

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	CA	31-03-2015

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Ref	New Actions		Resp	Due by
26.06ii	Follow up schedule Target (<i>date for completion 21st February</i>) MDS to re-circulate the list of who's doing what follow ups ACTION		MDS All	21/02/16
26.06iii	SB to put up posters reminding people to complete the questionnaire ACTION		SB	23/02/16
26.06iiii	SW to give Carl Hector a briefing and NS to brief Steve Porter. ACTION		SW/NJS	23/02/16
26.07iii	Website page. Add NPS remove SP from committee correct spelling error. ACTION		NJS	23/02/16
26.07iiii	All hard copies input by the committee must be retained and given to NJS ACTION		All	23/02/16
26.07vi	NS to do a thank you to the Beckett's for all their hard work in delivering the questionnaires to all households ACTION.		NJS	23/02/16
26.07vii	LS to get Steph Beckett to put a reminder in the ET for people to complete the questionnaire ACTION		LS	23/02/16
26.07viii	NPS to review the project plan timeframes at the next meeting ACTION		NPS	23/02/16
26.07viii	Start to look at future development sites. Agenda next meeting ACTION		NJS	23/02/16
26.07x	CA will put in the 4 th March News Letter a reminder that there is a small window to complete questionnaire. ACTION		CA	23/02/16
26.09	CA received project review documentation from our funders. CA will be completing documentation for the next tranche of funding ACTION		CA	23/02/16