

Meeting Number	39
Date Of Meeting:	17 th January 2017
Location:	Brigstock Village Hall
Purpose Of Meeting:	Committee meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	Tuesday 31 st January, 7.30pm. 2017 Brigstock Village Hall meeting room
Attendees:	M D Smith, M Smith, C Allen (Chair), N Schofield, S Brown, L Spencer, N Searle, R Fincher, S Wilks
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
39.01	<u>Public Forum</u> J Leach (Resident),
39.02	<u>Apologies</u> None
39.03	<u>Declaration of interests</u> CA and LS declared an interest regarding the specific issue of site selection and the land at the rear of Woodyard Close.
39.04	<u>Minutes of the previous meeting (38)</u> They were approved and signed as a true record of the meeting
39.05	<u>Outstanding Actions</u> Chair reviewed the outstanding actions from previous meeting
39.06	<u>Review</u>
39.06i	<u>Questionnaire</u> It was agreed that post code and contact details fields should be added to the questionnaire with text stressing confidentiality ACTION CA/CW
39.06ii	Questionnaire will be available in paper and e-version (via the parish website)
39.06iii	ACTION SB will craft a mock-up of the hard copy including maps. ACTION CA to produce wording for envelope

39.06iii	Question 5 which permits auto sequential fill needs to be corrected ACTION CW
	Question 6 Should there need to be a restriction on the number of characters ACTION T.B.A.
39.06v	March newsletter to highlight that there will be a public meeting and to alert residents that they will be receiving a questionnaire ACTION CA
39.06vi	ACTION CA to liaise with printer
39.06vii	<u>Draft NHP v8</u>
	This is now available and will replace v7 on the restricted area of the website. ACTION ALL to read and comment
39.07	<u>Set New Priorities/Actions</u>
39.07i	<u>Time line questionnaire and village open meeting</u>
	<ul style="list-style-type: none"> • The questionnaire and open day are to be advertised in the Village magazine due on the 4th March. Action CA • Week commencing 9th April questionnaire printing to be complete and delivered
	<ul style="list-style-type: none"> • Week commencing 16th April questionnaires to be delivered to all households
	<ul style="list-style-type: none"> • Sunday 23rd April village open meeting hall booked from 2 till 7 event timings still to be finalised
	<ul style="list-style-type: none"> • 8th May cut off for hard copy questionnaire returns and electronic access closed
	<ul style="list-style-type: none"> • 1st June all results to have been analysed by the committee and information supplied to CW for inclusion in the NP if required.
39.07ii	<u>Developers</u>
	Protentional developers (<i>if serious about delivering on the proposed sites</i>) need to be informed of the NHP time scales with an expectation that they will attend or provide outlines of their proposals for the village open meeting ACTION CW

39.07iii	<u>Outstand tasks</u>
	There needs to be a definitive (<i>as far as reasonably practical</i>) tasks list of outstanding actions/gaps in the current version 8 of the NP, CW to provide timescale for this to be made available to the NP committee, ideally this should be before the meeting on the 31st January in order that the allocation of tasks/actions should can be identified as: CW, NP Committee or others at the meeting. The target date for a NP version 9 should be in advance of the questionnaire and village open meeting, it is expected that this should be by the 2nd March 2017. The Version 9 can then be updated with information from the questionnaire and open meeting with a Final draft of the NP document being available by the 15th June. ACTION CW
	NPS to update the Project Plan on the above basis and establish the realistic timescales for adoption of the NP ACTION NPS
39.08	<u>Accounts</u>
	£1,489:12 remaining of grant funding still available.
39.09	<u>Correspondence</u>
	LS circulated an extract of an article in the ET which Northamptonshire Rural Housing Association company secretary, Craig Felts referred to a development in Brigstock of 6 properties. ACTION NS to contact Rural Housing Association to get the details of their proposal.
	The parish council prior to the Brigstock NHP had been in discussions with Rural Housing Association ACTION NS to dig out the relevant minutes
39.10	<u>AOB</u>
	None
39.11	<u>Date of next meeting</u>
	Tuesday 31 st January 2017 in the village hall meeting room @ 7.30pm.