

## Brigstock Neighbourhood planning group

<b>Meeting Number</b>	6
<b>Date Of Meeting:</b>	31 <sup>th</sup> March 2015
<b>Location:</b>	Brigstock Village Hall
<b>Purpose Of Meeting:</b>	Committee Meeting
<b>Minutes Prepared By:</b>	Margaret Smith
<b>Date &amp; Location Of Next Meetings:</b>	31 <sup>st</sup> March 2015 Brigstock Village Hall
<b>Attendees:</b>	J Mumford, N P Scofield, C Allen, S Wilks, M Smith, M D Smith, L Spencer
<b>Copies to:</b>	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
<b>6.01</b>	<b>Introductions</b> None required
<b>6.02</b>	<b>Apologies</b> N. Searle, S Brown, S. Porter, R. Fincher gave their apologies.
<b>6.03</b>	<b>Minutes of last meeting</b> Agreed as a record of meeting number 5 proceedings
<b>6.04</b>	<b>Potential planning consultant contact</b>
6.04i	SW confirmed that, following on from the last meeting, an initial contact letter to be sent to prospective consultants had been approved by CA and circulated to be forwarded by SW, JM and MDS
6.04ii	The responses to emails sent were as follows: <ul style="list-style-type: none"> <li>• SW contacted Maroon Planning (Alex Munro) verbally who confirmed willingness to meet with the group. Offered advice that matters should not be rushed, kept as simple as possible, not to look for sites not currently identified in the parish development plan, to be general in site selection and to favour small “windfall” sites of up to 10 properties. The boundaries for development should also be considered e.g. the Pocket Park - currently County Council owned.</li> <li>• JM received a response from Martin Small and circulated the resultant email to committee members. MS offered to attend a meeting with the group and offered various elements of advice attaching a flow chart of how a Neighbourhood Plan is developed.</li> <li>• MDS contacted Planit –X (Colin Wilkinson) who replied via email which was circulated to the group. He offered to meet with the group when he could ascertain requirements of his services. MDS also suggested the group could look at the minutes of the Billesdon NPG where CW had been their consultant.</li> </ul>

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- There was no reported response from ACRE

### **6.05 Consultants appraisal and their selection**

6.05.i It was decided by the group to invite all three consultants to attend an informal meeting to evaluate what they could offer BNPG. Proposed by JM and seconded by NS.

6.05.ii CA to contact all 3 consultants to arrange visits individually on the 14<sup>th</sup>, 21<sup>st</sup> or 28<sup>th</sup> April with meeting commencing at 7.00 p.m. The topics suggested to included in the contact letter were:

- Previous NPG experience
- How they would aid BNPG
- Input to funding applications
- How they would assist a launch community consultation

6.05.iii Based on the results of the meeting, a more detailed request would be sent to each consultant requesting costings as per the agreed menu of services requested. There is need to be clear about the expected activities and outcomes of the appointed consultant.

All of the group were in full agreement with the above.

### **6.06 Funding**

6.06i CA has registered BNPG on the community funding website and will postpone application for funding until after the initial meeting with prospective consultants.

### **6.07 Market Intelligence**

6.07i SW to contact Barnwell NPG and MDS to contact Stanwick and Chelveston NPGs ahead of the consultant meetings as to their experiences in appointing, expectations of and working with their consultants

### **6.08 AOB**

All members to circulate information individually gathered to the group by email.

### **5.09 Date of next meeting**

Next meeting to be the first consultant meeting in the village hall small meeting room on the 14<sup>th</sup> April at 7:00.

## Brigstock Neighbourhood Plan

Ref	Completed Actions		Resp	Due by
1.07	ENC funding manager to be consulted, by SW. <b>ACTION</b>	Feb SW to go to a funding Evening at ENC Mar SW to attend funding event on the 5 <sup>th</sup> March Mar SW reported that the event did not have any groups which supported neighbourhood planning	SW	03/02/15
3.08ib	MS has had a dialogue with Stanwick and will contact them to gain an insight to there process. <b>Action</b>	Mar Dialogue not progressing will contact other councils	MDS	03/03/15
3.09	<b>Funding and Budget Plan</b> No progress at present. The funding for a Neighbourhood plan is different from the original parish plan concept. The parish council will now have to be activity involved in funding the project. SW is going to a ENC funding day and will report back SW <b>Action</b>	Mar Funding day at ENC 5 <sup>th</sup> March	SW	05/03/15
4.05viii	NPS and SB will do some research on consultants <b>ACTION</b>	Mar Consultants were discussed and a list to go forward with agreed	NPS/SB	17/03/15
4.05viii	CA to contact Peter Edwards from planning progress for a dialogue on how they can help and the cost <b>ACTION</b>	Mar Actioned but not to progress with that company	CA	17/03/15
4.06ii	SW to attend ENC funding day and will report back <b>ACTION</b>	Mar Actioned no support available	SW	17/03/15

Ref	Outstanding Actions		Resp	Due by
1.11	RF to set up a mail chimp account <b>ACTION</b>	Account set up but no activity at present	RF	03/02/15
1.13-1	Dan K to establish if he can get mapping info	Current status not known	DK	03/02/15
3.08ic	SW to chase Dan Kontorowich regarding maps <b>Action</b>		SW	03/03/15

## Brigstock Neighbourhood Plan

Ref	New Actions		Resp	Due by
5.04i	NS to confirm that the application has gone to consultation <b>ACTION NS</b>		NS	31-03-2015
5.05.ii	CA to forward ACRE plan overview link <b>ACTION CA</b>		CA	31-03-2015
5.05.ii	SP To have dialogue with ACRE <b>ACTION SP</b>		SP	31-03-2015
5.05.iii	SW to draft an email to send to get an indication of what they can bring to the project, other similar project work they have undertaken, background, professional status and general costing information. With a view to receiving response by next meeting <b>ACTION SW CA</b>		SW/CA	31-03-2015
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>		CA	31-03-2015
5.06iiii	Get maps:- <b>ACTION NS</b> Parish scale 1:10,000 x 12 Village from access roads 1:1,250 x 12		NS	31-03-2015
5.07i	Funding cannot be applied for until the designation application has finished its consultation period NS to check date with ENC <b>ACTION NS</b>		NS	31-03-2015
5.07iiii	CA to start looking at funding application forms. <b>ACTION CA</b>		CA	31-03-2015

## Brigstock Neighbourhood Plan

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. <i>It would now appear that this is over optimistic and 18 months time frame would be more realistic.</i>
1.11	E-mail addresses to be held centrally with limited authorised access.
2.08	Work plan timescales Project time frame:- <i>The initial launch date has now been revised and will be announced at a later date.</i>
5.06i	Name for group. To be formally known as the “ <b>Brigstock Neighbourhood planning group</b> ”