

Brigstock Neighbourhood planning group

Meeting Number	7
Date Of Meeting:	14 th April
Location:	Brigstock Village Hall
Purpose Of Meeting:	Consultant Meeting
Minutes Prepared By:	Nigel Searle
Date & Location Of Next Meetings:	21 st April 2015 Brigstock Village Hall
Attendees:	N P Scofield, C Allen, S Wilks, M Smith, M D Smith, L Spencer, S Brown, N J Searle
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
7.01	The purpose of this meeting was to discuss with consultant from “ Consultant one ” how they would support our neighbourhood plan project
7.02	<p>Introductions</p> <p>The members of the committee introduced themselves.</p> <p>Chris gave an overview of the current state of play.</p> <ul style="list-style-type: none"> • In contact with ENC • Registered interest • Have village design statement • Decided on using a consultant to achieve our goals
7.03	<p>Apologies</p> <p>J Mumford and R. Fincher gave their apologies. N Searle gave his apologies for the next two weeks</p>
7.04	Minutes of last meeting
7.05	<p>Background Consultant</p> <ul style="list-style-type: none"> • Head of planning • Assistant CEO at local authority (Left to set up Planet X) • Specialising in Neighbourhood planning • Supporting local authorities in the process. • One customer has had plan approved • Gave outline examples of activities with four others PCs.

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7.6 Taking things forward. "Consultant one" can support by

Having a number of associates with specific skills

Could do whole process (not recommended)

Undertake the community engagement

Identify what skills are needed

Access to range of experts ie Highways, Ecology, planning etc

7.7 Getting Started

7.7i Engage with the community for the identification of key issues and establish what is needed to be focused upon.

Common issues are:-

- Housing
- Car parking
- Impact on open green spaces
- High standards of design
- Conservation area impacts
- Listed buildings
- Other buildings which are important

7.7ii Getting started with community engagement (**Suggested do it yourself**)

- Combine or associate with other groups
- Gather evidence
- Easy to miss sections of community ie young people
- Liase with institutions and stakeholders eg
 - Schools
 - Land owners
 - Doctors
 - ENC
 - Police
 - etcEstablish what their focus is
- Have a stakeholder session
- Start to manage information and evidence
 - eg Likes and dislikes
 - Create issues and options document
 - Don't reinvent the wheel if ENC (or other has it) use it
 - Don't try to do everything

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7.8 Other topics comments that came up in discussion.

- 7.8 Should provide for community development. What to aim for, site selection process. Dealing with community changing minds during process
- 7.8ii What is needed i.e. take into account age profile, Housing needs support for work. Start early in process
- 7.8iii When selecting development sites need to be able to face community and say the reason are x,y,z and this is evidence to support this.
- 7.8iiii Other topics commented on.
- Infrastructure requirements
 - Manage transport
 - Flood risk
 - Protection of environment
 - How to achieve specific outcomes
 - Change the footprint of the village yes/no
 - Protection of services
 - Protection of green spaces
 - Heritage sites
 - Affordable housing
 - Home businesses
 - Renewable
 - Energy efficiency.

7.9 Consultant

There was a lot of general discussion around the subject but the consultant did not provided any detailed route map for the project but the following was stated as a priority.

- Community involvement at outset (how to connect with local community)
- Policies and plans
- Housing, selection of sites
- How ENC support is important
- Provision of guidance and support
- Plan for an 18 month project time frame
- The plan only has to be compliant, Do not have to agree with ENC requirements

Subsequent to the meeting we have received a copy of a proposal for a village as an example of what "**Consultant one**" offer with costing

7.10 Next steps

After the presentations from all three consultants NPS will construct a requirements document an send to all consultants for a quotation.

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Ref	Completed Actions		Resp	Due by
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 ACTION SW CA	Done	SW/CA	31-03-2015
5.04i	NS to confirm that the application has gone to consultation ACTION NS	Done	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 ACTION NS	Done	NS	31-03-2015

Ref	Outstanding Actions		Resp	Due by
1.11	RF to set up a mail chimp account ACTION	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 Action		SW	03/03/15
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
5.06iiii	Get maps:- ACTION NS Parish scale 1:10,000 x 12 Village from access roads 1:1,250 x 12		NS	31-03-2015
5.07iiii	CA to start looking at funding application forms. ACTION CA		CA	31-03-2015

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Ref	New Actions	Resp	Due by
7.10	After the presentations from all three consultants NPS will construct a requirements document and send to all consultants for a quotation.	NPS	May 15

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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. <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 “Brigstock Neighbourhood planning group”