

Brigstock Neighbourhood planning group

Meeting Number	8
Date Of Meeting:	21 st April 2015
Location:	Brigstock Village Hall
Purpose Of Meeting:	Consultant Meeting
Minutes Prepared By:	Malcolm Smith
Date & Location Of Next Meetings:	28 th April 2015 Brigstock Village Hall
Attendees:	N P Scofield, C Allen, S Wilks, M D Smith, L Spencer, S Brown, J. Mumford
Copies to:	Committee members, Parish Councillors plus Website and those expressing an interest

Item No	Subject
8.01	The purpose of this meeting was to discuss with consultant from “ Consultant two ” how they would support our neighbourhood plan project
8.02	<p>Introductions The members of the committee introduced themselves.</p> <p>CA 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
8.03	<p>Apologies S. Poulter, M. Smith, R. Fincher, N Searle</p>
8.04	Minutes of last meeting
8.05	<p>Background Consultant</p> <ul style="list-style-type: none"> • Part-time Neighbourhood Planning Officer for Wellingborough Borough Council • Neighbourhood Planning Champion representing Borough Council of Wellingborough • A Director of Maroon Planning Ltd – a Bedford based consultancy specialising in rural and semi-rural planning • Referred to activities as “hand-holding rather than intervention” • Spoke of involvement in various plans in various southern counties and specifically Alton, Hampshire • No specific details given

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8.06 Taking things forward. "Consultant two" overview

His major activity is towards the end of the plan process
Can bring in other external assistance if complexities arise
Reminded group that other plans were available to act as a guide
Saw himself as a technical resource
Felt his skills were particularly appropriate to the writing of the plan as a "functioning, technical, legal document" that would pass examination.
Felt he could provide whatever is required.

At this point CA and MS redefined the local situation and SW asked concerning the potential for redefining the village envelope

8.07 "Consultant two" clarification of Neighbourhood Plans and development process

Suggested there was risk and reward in how ambitious the plan was
Has to encompass the village needs
The Joint Core Strategy is the basis for conformity (new strategy awaited) which covers housing, employment and the environment
Suggested consulting planning officers at ENC regarding the desired growth, affordable housing etc.
Plans did not have to be specific and development could be managed via planning "windfalls"
A site could be allocated as an "exception" outside the village boundary but approved by the Parish Council – e.g. designating the number of homes, over what period and to what design.

8.07i "Neighbourhood Plans are a blend of subjectivity and objectivity" where the community needs are paramount.

The key activities in establishing a plan are:-

- Properly inclusive launch event for community to learn about neighbourhood planning – can give advice as to how to project the plan etc.
- A later questionnaire to cover, for example, allocated sites, criteria, numbers, design
- All findings must be catalogued to show what the community says on which feedback must be given
- A website is essential to raise awareness and be representative of Brigstock
- Any site allocation needs more robust evidence for its choice
- ENC must be consulted for their views such that an appropriate contribution to their development plans is made

There were various questions raised by the group at this point

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8.07ii

Consultant input and costing

- Can help in the production of the questionnaire or give advice and input to ensure there were balanced answers i.e. they are realistic answers as to what is technically possible
- Suggested that analysis of the questionnaire is better conducted by the group as he does not offer this service
- Costings can be based on a set budget or the identification of core areas which can be costed accordingly
- It was suggested that costs should be in the region of £6K - £7K
- Will attend meetings as required
- Sets hourly and daily rates but is not prescriptive in terms charges i.e. will give further advice if required without additional charge

CA raised the question of available grants and support, the use thereof and the time scales involved

- Confirmed that the grant available would be £8K
- Suggested spending 25% in the first 6 months, 10% in the second 6 month period and 65% thereafter
- It was suggested that a budget should be considered including a 25% contingency fund
- ENC should be consulted as to their protocol on what they can provide

JM queried the rate that the consultant would charge?

- This was confirmed as £50 / hour and £400 / day

7.9

Consultant summary and suggestions

The consultant summarised matters and gave advice as follows:-

- He would give his views as to where the group, individuals and he would be best placed to work
- That volunteers should be identified along with their skills, time availability etc. – a “crib sheet” of a “job description for volunteers” was mentioned
- There was the need for charismatic individuals to drive the plan and enthuse the community
- Branding, a website and posters are essential to communication.

7.10

Next steps

After the presentations from all three consultants NPS will construct a requirements document and 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 ”