

Pirton Neighbourhood Plan Steering Group (PNPSG)

Minutes of the meeting held on Monday 14th October 2013 in the Pumpkin Room, Village Hall, Pirton, Hertfordshire.

Present:

Diane Burleigh (Chairman) (DB), Peter Harding (Secretary) (PH), Wilfred Aspinall (WA), Gil Burleigh (GB), Clive Millar (CM), Nick Parkin (NP), Lorna Sexton (LS), Ann Web (AW), Jonty Wild (JW).

Absent:

Apologies received from Tom Gammell (TG), Jill Stuart (JS).

Minutes of the meeting held on 10th September 2013

After some debate on the inclusion or otherwise of third party conversations, the minutes were agreed.

Matters Arising not on the Agenda

Code of Conduct

TG is obtaining a digital copy. It was agreed that the Working Group would finalise. **Action:** DB, AW, JW

Membership

It was noted that Dawn Ashley had resigned. The PNPSG welcomed Michael Goddard (MG) who will be invited to the next meeting.

Communication with the Community

JW, assisted by WA and NP, reported on the meeting of the Working Group.

It was agreed:

- (a) that there is a need to encourage members of the community to volunteer to help, even in small ways, such as delivering information around the village and outskirts;
- (b) all communications with the community should contain a standard note about ways to communicate with the PNPSG;
- (c) the full range of avenues for communication should be utilized including the Parish Magazine, open days, website, email, house-drops, notice boards (village, churches, public houses, school shop, adjacent to bus stops) – thought to be given to frequency;
- (d) all communications with the NHDC and Parish Council will be routed via the Chair.

Regarding the website WA advised that certain annual costs should be accommodated in the budget – domain name approximately £14.00 and hosting charges between £4.00 and £100.00. After discussion, it was agreed that:

- (a) JW would purchase pirtonneighbourhoodplan.org.uk;
- (b) the Working Group (WA, JW and NP) would meet to set up;
- (c) JW will link the PNPSG's website to the Pirton website;
- (d) the Working Group will give consideration to the matter of logo and branding'.
- (e) DB will put a note into the Parish Magazine about the need for interest and email addresses so that the PNPSG can better communicate with the community;

- (f) NP will look into data protection matters;
- (g) DB will ask the Parish Council to send out emails on behalf of the PNPSG to those on its list.

The Existing Evidence Base

Although neither TG nor JS were able to attend the meeting, they had prepared a report:

- (a) The collection of basic information and documents was underway
- (b) The PPC had sanctioned payment of £30.00 by cheque which is the fee required by CDA Hertfordshire to release a copy of the Pirton Parish Profile;
- (c) The raw data which generated the Parish Plan is proving difficult to obtain (see email of 9th October to PNPSG members from CDA Herts).
- (d) Members of the Evidence Base Working Group will seek a meeting with the CDA to discuss the level of raw data that PNPSG can be permitted to receive.

It was agreed that JW and GB would join the Working Group (membership comprises: GB, TG, JS, JW).

Community Assets

JW had produced a detailed list. Additions were suggested by members including the Alms Houses, the nature reserve (adjacent to the vicarage) and Malting' Meadow. DB will check whether buildings etc. protected under legislation should or should not be listed as 'community assets'.

Election of Vice Chair and Treasurer

Jonty, nominated by PH, was elected unopposed as Vice Chair. DB would put a note in the Parish Magazine indicating that the PNPSG was seeking a Treasurer. Meanwhile JW and TG will produce a provisional budget.

The Next Meeting

DB will send out a 'Doodle Calendar'. It was agreed that meetings will start at 8.00 pm. **Action:** DB

NOTE: It was subsequently agreed that the next meeting would take place on Tuesday 7th January 2014 at 8.00 pm in the Village Hall.

Peter Harding

PNPSG Secretary