

Pirton Neighbourhood Plan Steering Group (PNPSG)

Minutes of the second meeting held on Wednesday 28th August 2013, at 7.30 in the Village Hall, Pirton, Hertfordshire.

Present:

Diane Burleigh (Chairman), Peter Harding (Secretary), Dawn Ashley, Wilfred Aspinall, Gil Burleigh, Tom Gammell, Nick Parkin, Lorna Sexton, Jill Stuart, Ann Webb, Jonty Wild.

Absent:

Clive Miller

AGENDA

The Chairman had circulated an agenda by email ahead of meeting:

- Minutes of the meeting held on 6th August.
- Matters arising not on the agenda
- Constitution
- Communicating with the community
- The existing evidence base
- Community assets.

Minutes of the meeting held on 6th August

Agreed - proposed: Jonty; seconded: Tom; carried unanimously.

Matters Arising not on the Agenda

Records, documentation and communications

Jonty had set up an email contact list for members.

Tom had written a report for the Pirton Parish Council (8th August meeting). It will be referenced in the minutes and Parish Magazine.

Determining the parish boundary and NHDC

A definitive boundary map of the parish had been obtained from NHDC by Tom. Copies were tabled. The map must be registered to denote the area to be included. A meeting will be sought with NHDC senior planning officers (Richard Kelly and Claire Skeels). Jill and Diane will work with Tom to progress. **Action:** Tom, Diane, Jill

Neighbouring Parish Councils

Diane has yet to contact adjoining the parish councils (Shillington and Holwell) to alert each to the existence of the PNPSG. Offley adjoins the parish and will therefore be added to the list. **Action:** Diane

The Parish Magazine

As agreed Diane had written a short article for the September edition. The report referred to a neighbourhood plan for *Hitchin* not *Pirton*. Diane will alert the magazine's editor to this typographical error. **Action:** Diane

The Constitution

All members of the Steering Group extended their thanks to Jonty, Anne and Diane for producing a detailed draft constitution for discussion. The document had been circulated ahead of the meeting. The Working Group had been informed by the work of four other neighbourhood plan steering groups. On 27th August, Wilfred had emailed members with observations and suggested amendments. The Chairman suggested that the Steering Group consider the draft constitution line-by-line. Jonty kindly agreed to update the draft consistent with decision reached as detailed below. **Action: Jonty**

Purpose of Steering Group

1. Wilfred argued that the Neighbourhood Plan be referred to at the Neighbourhood Development Plan to more accurately reflect the intentions of the Localism Act. Extensive discussion ensued, Agreed no change to wording. Votes in favour 8; against 3.

Aims and Objective

2. No change
3. Agreed unanimously that '*in conjunction with the Pirton Parish Council*' should be added after '*funding*'.
4. No change
5. No change
6. This clause refers to the means by which the Steering Group reports to the community. Wilfred had suggested rewording and expanding the draft. Discussion ensued. For clarity and without vote it was decided that '*to*' be inserted between '*and*' and '*the*' to read: '*and to the Pirton Parish Council*'. Agreed that there should be no further amendments to the text. Votes in favour 10; against 1. The Chairman said that working groups should be mindful of Wilfred's suggested amendment and would need to engage with the community and encourage dialogue.

Planning Comments

7. Wilfred argued that the clause was not required. Agreed that the wording would not be changed (although the italic typeface was not needed). Votes in favour 6; against 1; abstentions 1.
8. Agreed without vote that '*members*' should be added after '*8*' and '*16*' and the phrase '*and the quorum shall be a minimum of 6*' be deleted as fully covered in clause 9. Agreed that there should be no further amendments to the text. Votes in favour 10; against 1.
9. Agreed no change to wording required. Votes in favour 10; against 1.
10. No change
11. No change
12. Agreed to leave wording unchanged. Votes in favour 10; against 1.
13. No change
14. Agreed without vote that '*Group*' (third line) should be in plural form '*Groups*' and read '*the Steering Group or Working Groups*'.
15. No change
16. No change
17. Agreed unanimously to replace '*administrator*' by '*secretary*' and insert '*be*' between '*will*' and '*elected*'. It was also agreed to add a form of words to indicate the procedure to be followed should

the chairperson be unable to attend a meeting: *'In the absence of the chairperson at a meeting a representative chairperson will be elected from the members present'*.

18. No change
19. No change
20. Agreed without vote that *'elected'* be inserted between *'their'* and *'representative'*.
21. Agreed without vote that *'and time'* be inserted between *'date'* and *'of'* and *'elected'* be inserted between *'their'* and *'representative'*.
22. Agreed without vote that *'nominated by members'* be inserted between *'items'* and *'should'*; that *'elected'* be inserted between *'their'* and *'representative'* and *'working'* be deleted between *'clear'* and *'days'*.
23. Agreed without vote to delete *'working'* between *'clear'* and *'days'*.
24. Agreed without vote to replace *'administrator'* with *'secretary'*.
25. Agreed to replace *'a nominated member shall record'* with *'the secretary or nominated member'* and insert *'via the chairperson'* between *'and'* and *'circulate'*. Insert *'approved'* between *'the'* and *'minutes'* second sentence.
26. Agreed without vote that members of the working party will propose a form of words to cover speakers and invitees. **Action: Jonty, Anne, Diane**

Working Groups

27. Agreed without vote – use of capital W and G to denote Working Groups.
28. Agreed without vote to replace *'chair'* with *'chairperson'* and to delete *'and deputy'*.
29. Agreed without vote to delete *'also'* between *'must'* and *'be'*.
30. No change.
31. No change.

Finance

32. Agreed without vote to replace *'a clear'* record with *'an accurate'* record and insert *'income and'* before *'expenditure'*.
33. Agreed without vote to replace amend the clause as follows: *'The Treasure will report to the Steering Group and to the Pirton Parish Council on planned and actual expenditure'*.
34. Agreed without vote to delete *'to be made'* between *'invoices'* and *'as required'*
35. Referred back to Working Group. **Action: Jonty, Anne, Diane**
36. Referred back to Working Group. **Action: Jonty, Anne, Diane**
37. Agreed without vote to replace *'deputy chair'* by *'secretary'*.
38. Agreed without vote to delete *'Chapel'* and insert *'Pirton'* before Parish.

Changes to the Constitution

39. Referred back to Working Group. **Action: Jonty, Anne, Diane**

Dissolution of the Steering Group

40. Agreed that clause be removed. Votes in favour 6; against 3; abstentions 1.
41. Referred back to Working Group. **Action: Jonty, Anne, Diane**
42. Referred back to Working Group. **Action: Jonty, Anne, Diane**

The Next Meeting

As discussion of the draft constitution had taken far longer than anticipated, it was agreed that the meeting should be adjourned. Communicating with the community, the evidence base and community asset to be considered at the next meeting which will be held at **7.30 on Wednesday 10th September 2013** in the Village Hall.

Peter Harding

PNPSG Secretary
6th September 2013