

Pirton Neighbourhood Plan Steering Group (PNPSG)

Minutes of the second meeting held on Tuesday 10th September 2013, at 8.30 (not 7.30 as published) in the Pumpkin Room, Village Hall, Pirton, Hertfordshire.

Present:

Diane Burleigh (Chairman), Peter Harding (Secretary), Wilfred Aspinall, Gil Burleigh, Tom Gammell, Nick Parkin, Jill Stuart, Jonty Wild.

Absent:

Lorna Sexton, Clive Miller, Dawn Ashley, Anne Webb

Agenda

- Constitution

Items below carried forward from meeting of 28th August:

- Communicating with the Community
- The Evidence Base
- Community Assets

Minutes of the meeting held on 28th August

Agreed

Matters Arising not on the Agenda

Neighbouring Parish Councils

Diane had written to the adjoining Parish Councils - Shillington, Holwell and Offley - to alert each to the existence of the PNPSG.

NHDC

A meeting had taken place between Jill, Diane and Tom and Richard Kelly and Claire Skeels NHDC the previous evening (9th September) to begin the establishment of a formal relationship between the Steering Group and the Council. At present NHDC do not have a liaison officer for Neighbourhood Plans so Richard and Claire will be the point of contact for the time being. NHDC had requested that a formal letter be sent by Pirton Parish Council (the Qualifying Body) requesting that the area within the Pirton Parish boundary to be the recognised as the designated area. NHDC had provided a sample letter from which could be modified. Tom will amend and circulate quickly so that SG members would have the opportunity to comment before he progresses the matter at the meeting of the Parish Council on Thursday 12th October. **Action:** Tom

Further, Tom reported that NHDC's Cabinet would have to approve the designated area. In time, the Steering Group will be included in NHDC's list for communications so may well be asked to comment on the Draft Local Development Plan.

Diane would be writing to Cllr Claire Strong and Cllr David Barnard to ensure that all parties were kept informed. In addition, she would be attending a Neighbourhood Plan training day in November organised by Addleshaw Goddard. **Action:** Diane

The Constitution

Members of the working group, namely Jonty, Anne and Diane, were thanked for producing the detailed revised draft Constitution for discussion at the meeting. The document, colour coded to denote text revised by the working group, text amended following sight of the unconfirmed minutes as well as inconsistencies spotted by Jonty was discussed in detail.

Planning Comments

7. Wilfred restated his view that commenting on planning matters was not a function which the Steering Group should perform and that this clause should be omitted. Notwithstanding, by a margin of 7 votes for and 1 against, it was agreed that *'neighbourhood'* would be inserted between *'draft'* and *'plan'*. The clause to read:

'The Neighbourhood Plan Steering Group may comment on planning matters (including applications and proposals) that could reasonably be expected to impact upon the objectives of the draft neighbourhood plan and where information is available to evidence the wishes of the community. The Pirton Parish Council will be informed at the earliest opportunity in the context of the close cooperation specified in clause 1.'

Officers

17. Insertion of *'deputy chairperson'* between *'chairperson'* and *'a secretary'* unanimously agreed. Clause to read:

The Steering Group shall have a chairperson, deputy chairperson, a secretary and a treasurer. Other officers will be elected from time to time, as required.

18. Insertion of *'and deputy chairperson'* between *'chairperson'* and *'at a meeting'* was unanimously agreed. Clause to read:

In the absence of the chairperson and deputy chairperson at a meeting a representative chairperson will be elected from the members present.

22. Insertion of *'clear'* between *'five'* and *'days'* to read *'five clear days notice'* agreed unanimously.

23. Insertion of *'nominated by members'* between *'items'* and *'should normally'* and *'clear'* between *'seven'* and *'day's'* was unanimously agreed. Clause to read:

Agenda items nominated by members should normally be agreed with the chairperson or their elected representative at least seven clear days before the meeting.'

24. Insertion of *'clear'* between *'five'* and *'days'* to read *'at least five clear days prior to the meeting'* agreed unanimously.

28. Regarding giving members of the public the opportunity to participate at the beginning of a meeting it was agreed that flexibility was needed to enable to 15 minute period to be extended. The following form of words was unanimously agreed:

There shall be an opportunity for public participation of 15 minutes at the beginning of each Steering Group meeting for members of the community to raise issues or provide information. Such period can be extended with the agreement of the Steering Group.

29. Regarding the involvement of individuals with particular expertise or knowledge, the following form of words was unanimously agreed.

Members of the community or anyone with particular expertise or relevant knowledge or views may be invited to participate in any agenda item. Such participation to be listed on the agenda.

Finance

36. Insertion of 'to the' between 'Steering Group and' and 'Pirton Parish Council' to read "The treasurer will report to the Steering Group and to the Pirton Parish Council on planned and actual expenditure' was unanimously agreed.
38. Insertion of 'a' between 'will have' and 'procedure' to read 'The Steering Group will have a procedure for dealing with expenses subject at all times to the availability of funds' was unanimously agreed.
39. Insertion of 'deputy chairperson' unanimously agreed. Clause to read: 'Expenditure within a limit of £50 may be authorised by any two of the following: chairperson / deputy chairperson / secretary / treasurer.'
40. Insertion of 'the' between 'and' and 'Pirton' unanimously agreed. Clause to read: 'In the case of expenditure above £50, at least one quotation shall be provided and purchasing arrangements shall be made between the treasurer and the Pirton Parish Council.'

Changes to the Constitution

41. After some discussion, it was unanimously agreed that the following form of words would apply:

This constitution may be altered and clauses added or deleted with the consent of two thirds of the Steering Group members present. Any such change must appear as an agenda item. There must be a minimum notice period of 14 clear days to Steering Group members of any proposed change.

Dissolution of the Steering Group

42. After some discussion it was agreed that no change to the draft was required. For the avoidance of doubt, the clause reads thus:

The dissolution of the Steering Group shall be considered following the successful adoption of the Neighbourhood Plan or its rejection.

Jonny would make the above changes to the document. Diane and Peter to confirm. **Action:** Jonny, Diane, Peter

Communication with the Community

It was agreed that a Working Group be established 'to advise and recommend how communication should be approached with the community as a whole'. The Working Group should not be expected to undertake detailed work at this stage but rather develop a list of options. It was agreed that any website should be separate from that of the Pirton Parish Council. The Working Group would comprise Wilf, Nick, Jonty and possibly one other (if recruited, the chairman should be informed). **Action:** Wilf, Nick and Jonty

The Evidence Base

It was agreed that a Working Group be established to begin to bring together the evidence base. The Group would comprise Tom, Jill and possibly another (broaden membership more widely perhaps to include members of the wider community [co-option]). The Village Design Statement, the Housing Needs Report 2009 and the Pirton Parish Plan 2013 were among the documents readily to hand. **Action:** Tom, Jill (and ANO?)

Tom would ask the Hertfordshire Community Development Agency (CDA) whether the SG might have access to data that was collated for the Housing Needs Report. **Action:** Tom

Tom said that in the light of the NHDC Local Development Plan within the next six months in his view the SG should begin to gather evidence for housing needs survey.

Community Assets

Members of the SG considered what constituted a community asset and what might legitimately be listed?

Ideas (not exhaustive) included, the Fox, Mott and Bailey, the chapel, village hall, Pirton School and Pre-School, the pond, other common land, the Bury, recreation ground, the Sports and Social Club, St Mary's, the allotments, the bus service, the Post Office and Village shop, the war memorial, the stables at Wrights Farm (notwithstanding HCC decision to develop once current tenancy expires), broad band and so on. It was agreed that Jonty would circulate a list for before the next meeting to prompt 'free thinking'. **Action:** Jonty, All

AOB

It was agreed that a Working Group be established comprising Anne, Jonty and Diane who will seek to adopt an edited version of the Code of Conduct used by the Pirton Parish Council. **Action:** Anne, Jonty and Diane

The Next Meeting

The village hall is used extensively (hence delay to the start time of today's meeting). Tom kindly agreed to identify times/dates when the Pumpkin Room will be free and circulate members of the Steering Group with possible dates (mid to late October) with the request that they confirm availability as soon as possible. It was recognised that not all members will be free to attend every meeting. **Action:** Tom; All SG Members

NOTE: The next meeting will take place at **7.30 on Monday 14th October 2013** in the Village Hall.

Peter Harding

PNPSG Secretary
12th October 2013