

Pirton Neighbourhood Plan Steering Group (PNPSG)

Minutes of the meeting held on Tuesday 7th January 2014 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), Tom Gammell; Michael Goddard (MG); Nick Parkin (NP), Lorna Sexton (LS), Ann Web (AW), Jonty Wild (JW).

Absent:

Apologies received from Jill Stuart (JS).

Minutes of the meeting held on 14th October 2013

Notes prepared separately by DB and PH had been circulated just before the meeting and copies were tabled for comment. The agreed that PH would synthesis and circulate – once confirmed, JW would add to the website. **Action:** PH, JW, All

Matters Arising not on the Agenda

Election of Treasurer

Tom Gammell, proposed by AW, was elected unopposed as Treasurer. The grant will be held by the Pirton Parish Council and TG will establish procedures with the Clerk.

Membership

Michael Goddard (MG) was welcomed to the meeting.

Code of Conduct for Adoption

A draft Code of Conduct had been circulated by JW. Members should carefully read the document before the next meeting ready to sign at the next meeting. **Action:** All

JW would add a copy of the Code to the website. **Action:** JW

PH would provide a book, to be available at each meeting, in which members could declare any interest in particular items of business as appropriate. **Action:** PH

Neighbourhood Plan Boundary Update

The consultation period ended on 2nd December. The matter will be considered by NHDC's Cabinet in January 2014 with notification of the decision in February.

Website – Update

The website was now up and running. The Chairman warmly thanked JW and members of the Working Group for the work done to date – sentiments echoed by all members of the PNPSG. The site needs to be thoroughly tested. Some pages are blank. It will be linked to the Pirton website. The 'useful links' section needs tidying.

TG will seek the permission of the Pirton Parish Council to use their logo. **Action:** TG

PH will ensure that JW has copies of approved minutes to be published on the website. **Action:** PH & JW

JW said that the website could act as a repository for the documents the PNPSG will submit to the Inspector. The Working Group will decide what material to include. **Action:** Working Group

Regarding the 'contact' tab, the Group will be contacted via an 'info@' address. A postal address is also required. The Chair said that her own address could be used.

It was important that the website should be accessible and relevant to a wide arrange of user (not just voters) including builders and developers.

Budget Developments

JW and TG had submitted a detailed budget to the Parish Council (budget meeting 8th December). A budget of £6,845.43 had been adopted reduced to £6788.00. TG would circulate the adjusted figures. **Action:** TG

When approved, JW will publish on the website.

The Existing Evidence Base

TG has a digital version of the Parish Plan (Penny Picken's assistance was acknowledged). The housing needs survey is available in digital form.

DB will produce a report based on the Neighbourhood Plan course she recently attended. **Action:** DB

JW and TG will look into local land ownership (public domain sources). **Action:** JW & TG

A broad ranging and free flowing discussion ensued about how the PNPSG should focus its activities and determine what the community wanted. It was suggested that an event be held approximately 12 months after last year's public meeting (May) to inform community member about progress and raise the profile of the Group (volunteers required).

Both areas for development, and conservation, would have to be identified.

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

Other Business

WA spoke about the Community Infrastructure Levy (CIL). It is understood that the CIL has yet to be adopted by NHDC.

The Next Meeting

It was agreed that the next meeting would take place at 8.00pm on Thursday 6th February 2014 at the Village Hall. TG will make the booking. **Action:** All & TG

Peter Harding

PNPSG Secretary

5th February 2014