

# PIRTON NEIGHBOURHOOD PLAN

Minutes of the **Steering Group** Meeting held on 8<sup>th</sup> April 2014 at 8pm in Pirton Village Hall.

## **Special Minutes:**

- A. Following the reluctant resignation of Peter Harding as Secretary, the meeting unanimously elected Tom Gammell as Secretary.
- B. It was unanimously agreed that item 39 of the Constitution be amended to read as follows:

Expenditure within a limit of £50 may be authorised by the Treasurer and one other from the Chairman, Deputy Chairman, or Secretary.

- C. It was decided that the name of the Plan would be the widely used generic one:  
**Neighbourhood Plan**

### **1. *Apologies for Absence***

Apologies were received from:  
Nick Parker

### **2. *Declaration of Interest***

No interests were declared

### **3. *Minutes of the Previous Meeting***

- a.** The minutes of the meeting held on 10<sup>th</sup> March 2014 were made available, but were deferred to the next meeting for approval, as some members requested amendments/additions which they will inform the Secretary of by email (copied to all members).
- b.** The Secretary offered a revised version of the minute headings for this and future meetings, which was approved.
- c.** Under the constitution any member of PNPSG can have an item added to the agenda for the next meeting provided it is made known to the Chairman 7 clear days prior to the meeting taking place.

### **4. *Matters Arising (not on this Agenda)***

There were none as the minutes were deferred as above

### **5. *Liaison with PPC/NHDC***

- a.** It was decided that the point of contact between PNPSG and Pirton Parish Council/North Herts District Council would be Tom Gammell

### **6. *Working Group Reports:***

#### **a. *Website***

- i.** Minutes of SG meetings and official SG documents will shortly be uploaded on to the website. (Action JW)

**b. Evidence Base**

- i. The following members have agreed to become part of this working group, which is the most detailed and therefore requires roles to be apportioned into sub-groups to manage its content.
- ii. EB working group members: GB/TG/JS/LS/AW/JW

**c. Public Consultation**

- i. Following the publication of the parish magazine article, The Chair confirmed that one person had come forward expressing an interest in becoming involved in the NP process. (Action DB)
- ii. The leaflet drop and Welcome to Pirton display documents must be both attractive and informative (Action JW)
- iii. Permission is being sought from PPC to allow PNPSG to use an amended version of the parish council's logo on official PNPSG documents and displays. Indications are that this request will be granted. (Action TG)
- iv. PC working group members are

**d. Community Assets**

- i. An early public consultation is to be organised on this element. (Action DB)
- ii. CA working group members are DB/!

**e. Land Ownership & Use**

- i. Action needs to be taken to discover the identity of the owners of land outside of but adjacent to the village development boundary, together with the owners of land within the village development boundary.
- ii. It was agreed to co-opt certain individuals to be members of the LO&U working group, as with all other WG. (Action all)
- iii. At this stage it was decided not to engage with those persons or companies who are identified as the owners of land.
- iv. WG members are MG/TG/AW/JW

**f. Environment & Heritage**

- i. It was agreed to co-opt certain individuals to be members of the E&H working group (WG) as with all other WG. (Action GB)
- ii. The E&H working group members are GB/CM

**g. Village Design Statement & Parish Plan**

- i. It was decided that investigations should be made to make contact with the original members of the working group which developed the VDS and Parish Plan, to see if they would be willing to become involved.

(Action JW)

- ii. As part of the Evidence Base, extracts from the VDS & PP need to be collated for inclusion in future questionnaires and drafts of The Plan

- iii. Members of the VDS WG are JW/!

**h. Production of Draft Neighbourhood Plan**

- i. Due to the decision by NHDC not to go ahead for the present time with the adoption of the Community Infrastructure Levy (CIL) it was decided any further discussion of the CIL would be deferred until the January 2015 PNPSG meeting, unless some significant changes to the NHDC stance occur in the meantime, or the adoption of the CIL is approved by NHDC.

(Action All)

**7. Finance Report**

- a. The Treasurer confirmed that now that the Accounting Procedures agreement with PPC have been concluded, details of the cost of the website set up and continued use had been passed to the Clerk of PPC for payment. Web invoices have already been handed to the Treasurer by JW and the costs will be re-imbursed following PPC next parish council meeting.

(Action TG)

- b. The Treasurer had also informed the Clerk and members of PPC of the estimated cost of Land Registry searches @ £6 per search for approximately 12 individual searches. Likewise on production of invoices, this can also be re-imbursed following the next PPC meeting.

- c. The NHDC fund to support communities in their efforts to establish Neighbourhood Plans in their designated areas, was discussed. It was concluded that as the recent round of applications had expired on 1<sup>st</sup> April, that PNPSG should seek the support of PPC and our district councillors in accessing this support grant at the next opportunity.

**8. Representation at Welcome to New-comers Event**

- a. It was decided that PNPSG should be represented at this event.

(Action DB/TG)

**9. Date of Next Meeting**

- a. Due to the limited availability of the village hall, the dates of the next two meetings were decided as:

Monday 12<sup>th</sup> May 2014 at 8pm in the Village Hall

Monday 9<sup>th</sup> June 2014 at 8pm in the Village Hall

Could members please ensure they are available for these dates.

**10. Any Other Business**

- a. The Chair will consider composing a letter to the (Acting) NHDC NP Liaison Officer. One of the items for inclusion would be an invitation to the Liaison Officer to attend at one of the SG meetings and provide a précis of the actions NHDC is currently taking in relation to Neighbourhood Plans intended to be included under the draft Local Plan, and issues such as:
  - i. Planning applications and how they are being handled.
  - ii. What plans NHDC has for Pirton
  - iii. Information on other Neighbourhood Plans in the process of being established in North Hertfordshire
  - iv. What is the current situation regarding the draft Local Plan, and what issues are there in the draft Plan, that will potentially affect Pirton.
  - v. The date the next stage of the Support Grant opens, and how PNPSG can gain access to the funds available.
  - vi. As we will be providing copies of minutes of our meetings, could NHDC reciprocate by providing copies of NHDC meetings which relate to Pirton.

The meeting concluded at 10:08

Diane Burleigh OBE

Chair