

# PIRTON NEIGHBOURHOOD PLAN

**Steering Group Meeting Began at 20:05 on  
12<sup>th</sup> May 2014 in Pirton Village Hall.**

## MINUTES OF THE MEETING

### **Members in attendance:**

Wilfred Aspinall; Diane Burleigh (Chair); Gil Burleigh; Tom Gammell (Sec./Treas.); Clive Millar; Nick Parkin; Lorna Sexton; Jill Stuart; Ann Webb; Jonty Wild (Dep. Chair)

**1. *Apologies for Absence***

Michael Goddard (tendered at previous meeting)

**2. *Declaration of Interest in Items on the Agenda and In General:***

There were no declarations of interest entered in the Declaration Register

**3. *Determination and Approval of the Minutes of the 10<sup>th</sup> March 2014 Meeting***

The Minutes of the meeting held on 10<sup>th</sup> March 2014 were approved.

**4. *Minutes of the Previous Meeting and Their Approval***

The Minutes of the Meeting held on 8<sup>th</sup> April 2014 were approved.

**5. *Matters Arising (not on the Agenda)***

It was decided that the Secretary would in future list the names of those members attending meetings on the minutes of each meeting. **(Action Sec.)**

**6. *Forward Planning (items not on the Agenda)***

- a. It was decided that contact be made with the wider village organisations/clubs/organised groups (e.g. Village School/Youth Council/JoyCare et al) to invite them to engage in the Neighbourhood Plan process, and that they be invited to attend PNPSG meetings. **(Action DB/JS/LS/AW)**
- b. An Action Plan will be compiled and be submitted for approval at the next meeting. **(Action DB)**

**7. *Liaison with PPC/NHDC***

- a. This item is to be expanded to include Community Development Fund (CDF) which is the body appointed by the Government Agency – Locality, to monitor grants provided to Steering Groups **(Action Sec.)**
- b. The Secretary reported that the Chair of Pirton Parish Council (who was in the room) had received complaints from people in the village, stating that

they were not being kept informed about what the Steering Group was doing. In response, mention was made that there is a website set up, and that numerous articles had been written in the parish magazine, at least four in the periodical PPC Newsletters, email circulation, advising the community on these issues, but the meeting agreed that further effort should be made to ensure the community is better informed. When asked who the people were who had complained, so that the PNPSG Chair/Sec. could contact them, the PPC Chair declined to comment. **(Action All)**

- c. As stated in the minutes of the last meeting, an invitation will be extended to Clare Skeels (NHDC Acting Liaison Officer) to attend at a future PNPSG meeting, to ensure NHDC is up to date with the activities of PNPSG and also to determine from Clare what is happening within NHDC and the draft Local Plan, which may have an impact on Pirton. **(Action Chair & Sec.)**

## **8. Working Group Reports:**

### **a. Website**

- i. JW has and will continue to update the website **(Action JW)**
- ii. The documents to be uploaded will be meeting minutes, and other relevant documents relating to topics and issues affecting the process of creating a draft Neighbourhood Plan, either created by the SG or other appropriate agencies (e.g. Locality and official websites/NHDC)
- iii. A link will be created to the PPC website, and JW will contact the Clerk to request a similar link to PNPSG on the PPC website. **(Action JW)**

### **b. Evidence Base**

- i. AW presented a written report which she read to the meeting (see attached).
- ii. Professional advice was available to determine the content and scope of both a pre-questionnaire and actual questionnaire(s).
- iii. The engagement with Landowners (both within and outside the village Development Boundary) will only take place after proper consultation had been concluded with the wider village community.
- iv. It is essential that the SG obtains a genuine and widely based community view, and that this should include everyone in the parish.
- v. Further **Action** to be taken by EBWG members

### **c. Public Consultation**

- i. No report as WG had not recently met **(Action DB/WA)**

### **d. Community Assets**

- i. It was decided that the views of members of PPC would be sought **(Action JW)**
- ii. The SG members were asked to suggest any further additions to the list previously compiled, within the next 7 days (of the meeting) then JW is to make contact with NHDC to seek input to the draft list.

- iii. This will be one of the first topics requiring engagement with the community in the form of an open day at the Village Hall or similar location. It was suggested that encouraging involvement in Working Groups should also form part of this day. **(Action CAWG)**
  - iv. The views of the wider community is also essential to the creation of a broadly based CA list, and methods will be determined how best to achieve this. **(Action JW)**
  - v. Once the definitive list is available, this will be submitted to NHDC for discussion and approval. **(Action DB/JW)**
- e. Land Ownership & Use**
- i. This WG meets on 19<sup>th</sup> May and will submit a report to the next meeting
- f. Environment & Heritage**
- i. This WG is to meet and will report to the next meeting following liaison with NHDC and other Agencies. **(Action GB/CM)**
- g. Village Design Statement & Parish Plan**
- i. Both the VDS & PP will be analysed to determine which elements of the document need to be updated as part of a future questionnaire. **(Action JW/TG)**
- h. Production of Draft Neighbourhood Plan**
- i. This item is deferred as a work in progress as it will be created from the outcomes of duties currently undertaken by the respective Working Groups. **(Action All WG members)**

## **9. Finance Report**

- a. The Treasurer presented a schedule of the PNPSG financial resources made up of the £1,294.20 CGF Grant received and funds made available by PPC which together with a small amount of petty cash, in combination total £2,303.95. Other than the petty cash, all monies are kept in the PPC accounts, and costs are recovered/paid in compliance with the Accounting Procedures agreed between PPC and PNPSG.
- b. Since the creation of these funds, the following expenditure had been incurred and paid out by PPC:
  - i. £30.00 paid to CDA in respect of a copy of The Pirton Profile
  - ii. £16.79 & £57.48 for the PNPSG Website Registration and Hosting (JW confirmed that these amounts had been received from the Parish Clerk).
  - iii. £3.00 in respect of the PNPSG Representative fee attending the Welcome Evening paid from PNPSG petty cash.
- c. The Treasurer has been tasked with the duty of making preparations to ensure PNPSG is in the position to make an application for other grants, when these become available.

- d. JW asked for a copy of the budget information with a bullet point explanation for the website. **(Action TG)**
- e. As part of the duties required of PNPSG on receipt of the grant from CDF an online report must be completed, which sets out the details of what actions have been taken place and what items of expenditure have been incurred, to date. **(Action TG)**

**10. Updates (items not on the Agenda):**

It was decided to add an Updates Agenda item for the next and subsequent meetings, to monitor the position of available **Grants** which PNPSG could apply for, and how these might relate to the NP and its consultation. The intention being as with all other **Updates** agenda items, to discuss them only if there are relevant and applicable structural changes or availability.

**a. Community Infrastructure Levy**

- i. No new update was reported

**b. NHDC Strategic Land Availability**

- i. The Website WG will investigate the feasibility of creating links to the NHDC website, to determine if these can provide visitors to the site with access to related official documents. JW believes these links already exist. DB agreed to test them. **(Action DB)**

**c. Land East of Luton**

- i. No new update was reported

**d. Tattenhall (Cheshire) Case**

- i. No new update was reported

**11. Representation at Welcome to New-comers' Event**

- a. LS and NP will represent PNPSG at this event.
- b. JW provided some literature for display.

**12. Date and Time of Next Meeting**

- a. The next meeting will take place on 9<sup>th</sup> June in the village hall beginning at 8pm.
- b. The Secretary will circulate a schedule of future meeting dates and wherever possible have these take place on the Monday immediately prior to the respective Parish Council meetings. This will enable the public to be informed and attend the public element, if they wish.

**13. Any Other Business**

- a. There was no other business raised

The Meeting ended at 9:35pm.

Signed as a true record of the Meeting

Diane Burleigh OBE  
Chair PNPSG