

# PIRTON NEIGHBOURHOOD PLAN

**Steering Group Meeting Began at 20:04 on**  
9<sup>th</sup> June 2014 in Pirton Village Hall.

## MINUTES OF THE MEETING

### **Members in attendance:**

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

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

Apologies were received from Diane Burleigh (Chair)

In the absence of the Chair, the Dep. Chair Chaired the Meeting.

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

Michael Goddard made a declaration of interest in the Declaration Register

### **3. *Minutes of the Previous Meeting and Their Approval***

The Minutes of the Meeting held on 12<sup>th</sup> May 2014 were approved by the meeting and were signed by the Deputy Chair (in the absence of the Chair).

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

a. Names of attendees have been added to the minutes of the 12th May meeting. This will happen on all future meeting minutes.

### **5. *Forward Planning (items not on the Agenda)***

a. Due to the absence of DB the Action Plan will be compiled and be submitted for approval at the next meeting. **(Action DB)**

### **6. *Liaison with PPC/NHDC/CDF***

a. This Agenda item has been expanded to include Community Development Fund (CDF) which is the body appointed by the Government Agency – Locality, to monitor grants provided to Steering Groups.

b. The Secretary reported that a comprehensive email had been despatched to Clare Skeels (NHDC Acting Liaison Officer) (copied to all SG Members) with numerous documents attached, and bringing her up to date with our current status on various items.

c. It was agreed that an invitation be extended to Clare to attend the PNPSG the 7<sup>th</sup> July 2014 meeting **(Action Sec.)**.

- d. It was agreed that members would submit topics and questions to discuss with/ask Clare to the Secretary before 23<sup>rd</sup> June, so that these could be compiled and tabulated, and passed to Clare before she attends. **(Action All)**

## **7. Working Group Reports**

### **a. Communication & Website**

- i. The website has been updated
- ii. It was agreed that Facebook, LinkedIn and Twitter accounts would be established and be frequently and regularly monitored by MG. MG agreed to report back to each SG meeting on topics and trends. **(Action MG)**
- iii. JW is seeking a copy of the September 2013 minutes for uploading onto the website **(Action All)**

### **b. Organisations & Groups Consultation**

- i. The WG will meet and report to the next meeting **(Action DB/JS/LS/AW)**

### **c. Evidence Base**

- i. The Sec distributed meeting notes from Becky Lewis, having previously (with AW) explained her credentials and experience in organising surveys, and collating gathered information (see attached).
- ii. The report was discussed and it was agreed to go to the next stage in refining the themes and sub-themes, developing the main survey questionnaire and report back to the next meeting **(Action EBWG)**.
- iii. It was agreed that the WG determine if the survey questionnaire should be given to each adult in the parish, and if there should be a Youth questionnaire as well **(Action EBWG)**
- iv. A means of gauging returns against delivered questionnaires needed to be devised, so that there could be a measured percentage response, to determine what proportion of the Community engaged in the survey process **(Action EBWG)**
- v. The questionnaire could contain a means of referring the individual to sources of additional information

### **d. Public Consultation**

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

### **e. Community Assets**

- i. JW reported that he had made initial contact with NHDC to determine the NHDC response to the Community Assets so far suggested **(Action JW)**
- ii. The first Open Day would be devoted to Community Assets, and a suitable date needs to be set for this. (see Date of Next Meeting below) **(Action Sec.)**

- iii. The Sec. reported having been requested to attend a meeting on 4<sup>th</sup> June 2014 with the PPC Chair and Councillor Marshall. They wished to know if the Stables on Wrights Farm had been included in the list of CA – the Sec. referred them to the schedule of CA contained in the PNPSG (JW) email 13<sup>th</sup> May 2014 to PPC which the PPC Clerk had circulated to all PPC members; the PPC Chair had not at this stage read this email.
- iv. The PPC Chair also wished that some of the HCC land on Wrights Farm should be allocated to Allotments, and she will contact HCC direct on this.
- v. Once the definitive CA list is available, this will be submitted to NHDC for discussion and approval. **(Action DB/JW)**
- vi. It was agreed that the Secretary would provisionally book the VH in late July for an Open Day to facilitate consultation on the Schedule of Community Assets **(Action Sec.)**

**f. Land Ownership & Use**

- i. This WG met on 19<sup>th</sup> May and JW read out a report to the meeting (see attached).
- ii. There are two methods of seeking ownership information from the Land Registry – either individual applications which cost £6 per submission, or a block application which was as yet to be costed **(Action LO&UWG)**
- iii. A 1:1250 scale OS map was required and TG will seek Clare Skeels' assistance in procuring this. **(Action TG)**

**g. Environment & Heritage**

- i. This WG is to meet shortly and will report to the next meeting **(Action GB/CM)**

**h. Village Design & Parish Plan**

- i. Both the VDS & PP will be analysed to determine which elements of the documents need to be updated as part of a future questionnaire. **(Action JW/TG)**

**i. 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)**
- ii. It was noted that other Steering Groups refer to this as a 'Scoping Plan'.

**8. Finance Report**

- a. A Monitoring Report has been presented online to satisfy the CDF Grant Monitoring process, and an email confirmation from CDF has been received.

- b. A request has been made to NHDC (Clare Skeels) regarding other grants available (**Action Tres.**)
- c. Further contact has been made with Locality/My Community Rights/CDF asking to provide guidance on how to access additional elements of the original grant application made in Jan. 2014 particularly that dealing with professional consultants, and the associated costs. My Community Rights promised they would call back, but as yet they haven't (other than requesting completion of a survey asking 'how well they had performed'). (**Action Tres.**)
- d. The Treasurer has been tasked to provide a schedule of hire charges for meeting locations so far incurred by PNPSG, and will report back to the next meeting.
- e. It was agreed the agenda item **Grants Available** moves from **Updates** to **Finance** on future agenda.

**9. Updates**

- a. **Community Infrastructure Levy**
  - i. No new update was reported
- b. **NHDC Strategic Land Availability**
  - i. (Carry-over from June agenda) The C&WWG 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 (and now WA) agreed to test them. (**Action WA/DB**)
- c. **Land East of Luton**
  - i. No new update was reported
- d. **Tattenhall (Cheshire) Case**
  - i. The High Court challenge by developers has been rejected. The Tattenhall NP has now been officially included in the West Cheshire District Council's Local Plan

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

- a. The next meeting will take place on 7<sup>th</sup> July in the village hall beginning at 8pm.
- b. The Sec. has been tasked with making a provisional booking of the Village Hall for consultation on Community Assets on 26<sup>th</sup> July 2014. (**Action Sec.**)
- c. The Sec. has been tasked to provisionally book either 20<sup>th</sup> or 27<sup>th</sup> Sept 2014 as an Open Day for public consultation (**Action Sec.**)

**11. Any Other Business**

- a. LS and NP represented PNPSG at the Welcome Evening and there was quite a bit of interest shown.

- b. A person has come forward who has offered to join the SG/WG; contact details were passed to the Dep. Chair to follow-up. (**Action Chair**)
- c. It was agreed that PNPSG should have a stall at the Pirton Summer Fair. The following agreed to form a rota of those SG members who would be in attendance (**Action AW/GB/NP/JS**).

The Meeting ended at 9:40pm.

Signed as a true record of the Meeting

Diane Burleigh OBE  
Chair PNPSG