

# PIRTON NEIGHBOURHOOD PLAN

**Steering Group** Meeting Began at 20:06 on  
7<sup>th</sup> July 2014 in Pirton Village Hall.

## MINUTES OF THE MEETING

### **Members in attendance:**

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

### ***Public Participation Session:***

No members of the public were present, but the meeting was attended by the Chair of the Parish Council, who sat with members and remained throughout.

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

No apologies were received.

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

No declarations were made

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

The Minutes of the Meeting held on 9<sup>th</sup> June 2014 were approved by the meeting and were signed by the Chair.

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

- a. The Chair delivered a statement (see attached) relating to future behaviour of Steering Group and Working Group members, email exchanges and general relationship issues, including those with NHDC & Pirton parish council.
- b. The Chair reaffirmed that the Steering Group does not have an opinion, but must work towards achieving a consensus within the community through consultation
- c. Decisions by email are not legally binding unless they are ratified at a subsequent official Steering Group meeting.
- d. Facebook entries by Steering Group members must not be designed to promote a personal view or opinion. If there is any doubt, then no post should be made.
- e. The Chair reaffirmed that all contact with NHDC must be through the Secretary, who as Steering Group members have already agreed, is designated with this role, and also liaison with Pirton parish council, whose involvement in the process is essential.

- f. The Chair reviewed the Tattenhall Examiner's report.
- g. A good working and open relationship with NHDC was essential, and the Steering Group meeting on 14<sup>th</sup> July 2014 with Clare Skeels would be the first of many such exchanges and shared experiences.

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

- a. The Chair reported that an action plan will be provided to each Working Group, who will report back to the Chair with a copy to the Secretary (***Action DB & all WG Members***)

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

- a. As mentioned in the Chair's Statement above, a meeting has been arranged with Clare Skeels on 14<sup>th</sup> July in the Pumpkin Room, beginning at 19:30.
- b. This will additionally be attended by the Chair of PPC
- c. During the 14<sup>th</sup> July meeting with NHDC Officers, the Chair will lead the evening's due process, and any subsequent follow-up questions must be through the Chair, who will summarise the result of the discussion.

7. ***Working Group Reports***

***a. Communication & Website***

- i. Arrangements have been made to have a Neighbourhood Plan stall at the forthcoming Summer Fair to continue the consultation process with the community. A report will be made at the next PNPSG meeting on 11<sup>th</sup> August. (***Action NP/JS/LS/AW***)
- ii. A Facebook monitoring report was made by the WG members, and all appears to be operating smoothly. These reports to the PNPSG will continue each month (***Action MG/AW***)

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

- i. Much progress has been made to engage with organisations/groups/clubs in the community, and this process will continue (***Action NP/JS/LS/AW***)
- ii. All organisations and groups/clubs listed in the parish magazine have been contacted. Just one negative response received, citing lack of time to reply.
- iii. The Sec. gave a short presentation at the invitation of the Women's Institute at their meeting on 10<sup>th</sup> July.
- iv. Pirton Players will respond once their AGM is concluded.
- v. Pirton School needs time before the end of term.
- vi. The Cricket Club would like to be kept informed.
- vii. JoyCare would like to arrange a meeting with PNPSG, which will be discussed at a later date.
- viii. The Reading Group discussed the issues and made a response via AW.

- ix. The Parochial Church Council will discuss the matter at their next meeting on 16<sup>th</sup> July.
- x. A WG report on the status of these and other exchanges will be made at the next PNPSG meeting on 11<sup>th</sup> August. **(Action DB/JS/LS/AW)**

**c. Evidence Base**

- i. The attached Notes by Becky Lewis, were circulated to members present. Additionally, the attached notes of the EBWG meeting of 23<sup>rd</sup> June 2014 are for members to read.
- ii. A précis of these were read out to the meeting by LS and the Sec.
- iii. Returns of the flyer delivered to each household with the PPC newsletter are awaited. The deadline for returns is 21<sup>st</sup> July, and these will be analysed and be duly recorded, and also be incorporated where appropriate in the Survey Questionnaire to be delivered to individuals within the community; there will also be a youth questionnaire. **(Action EBWG Members)**
- iv. The next meeting of the EBWG is to be held on 28<sup>th</sup> July 2014 at 11 Royal Oak Lane beginning at 7:30pm **(Action Sec.)**

**d. Public Consultation**

- i. This is an ongoing matter, and in fact most of the consultation processes are being dealt with by other WG **(Action DB/WA)**
- ii. A stall devoted to consulting with the parish community will be set up at the forthcoming Pirton Summer Fair on 12<sup>th</sup> July. Arrangements for this are being coordinated by a separate group of SG members. **(Action NP/JS/LS/AW)**

**e. Community Assets**

- i. JW explained the application of rules governing Community Assets, and the procedures of offer and purchase.
- ii. As part of the lead up to the public consultation, a leaflet will be distributed to each house in the village, listing the current schedule of proposed Community Assets, and requesting the community's response.
- iii. The village hall has been booked for an Open Day to further consult with the community on the schedule of Community Assets. This will be in the hours either side of noon on 26<sup>th</sup> July 2014.
- iv. The responses from attendees and from the leaflet drop, will be recorded and where appropriate, will be incorporated within the schedule of CA to be submitted to Stuart Izzard (NHDC). **(Action NP/LS/JW)**
- v. There was still no response from Pirton parish council to the request from PNPSG (email in May from JW) asking PPC to engage in the process of determining the extent of CA to be incorporated within the Schedule being compiled by PNPSG; the Sec. (as a parish councillor) noted that PPC was in the process of submitting a separate and smaller list of three to four CA direct to NHDC.

## **Land Ownership & Use**

- vi. A 1:1250 scale OS map has been promised by Clare Skeels when she attends the Q&A session on 14<sup>th</sup> July. If this proves not fit for purpose, NP will seek resolution from a contact at OS. **(Action NP)**
- vii. The Sec. will thereafter contact the Land Registry to determine the best method of securing the ownership and use information **(Action TG/JW)**

### **f. Environment & Heritage**

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

### **g. 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 Survey 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, but primarily following the comprehensive consultation with the parish community. **(Action All WG members)**

## **8. Finance Report**

- a. An up to date accounts statement and transactions document was circulated by the Treasurer to members present. This showed the current position on expenditure to date, and the limited sources of funding available to PNPSG.
- b. Two accounts were detailed for payment:
  - i. £96.00 to Village Hall for various PNPSG meetings during the period Jan to June 2014.
  - ii. £39.47 to Jonty Wild for the cost of procuring a 'Pirton Neighbourhood Plan' banner for display at the forthcoming Summer Fair, and any future community consultation venue.
  - iii. A request by the Treasurer to the PPC Clerk to pay these will be made at the next PPC meeting **(Action Tres.)**
- c. A further application has been made to Locality to secure a grant to finance the production and printing of the Survey Questionnaire and subsequent Open Day venue costs, and professional assistance. **(Action Tres.)**
- d. The Tres. Will seek guidance from Locality on the possibility of securing Direct Support in the work of PNPSG in the production of a draft Neighbourhood Plan.

**9. Updates**

**a. Community Infrastructure Levy**

- i. No new update was reported

**b. NHDC Strategic Land Availability**

- i. No new update was reported

**c. Land East of Luton**

- i. No new update was reported

**d. Tattenhall (Cheshire) Case**

- i. See the Chair's statement above, and the attached notes.

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

- a. The next scheduled PNPSG meeting will take place on 11<sup>th</sup> August in the village hall beginning at 8pm.
- b. The next Consultation with the community will be at the Summer Fair on 12<sup>th</sup> July 2014
- c. The next gathering of the Steering Group will be at the meeting with Clare Skeels (NHDC) on 14<sup>th</sup> July 2014.
- d. The other Consultation with the community will be on the subject of Community Assets on 26<sup>th</sup> July 2014, in the Village Hall.

**11. Any Other Business**

- a. There was no other business raised by members

The Meeting ended at 9:33pm.

Signed as a true record of the Meeting

Diane Burleigh OBE  
Chair PNPSG