

PIRTON NEIGHBOURHOOD PLAN

**Steering Group Meeting Began at 20:09 on
11th August 2014 in Pirton Village Hall.**

MINUTES OF THE MEETING

Members in attendance:

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

Public Participation Session:

No members of the public were present.

1. *Apologies for Absence*

Apologies were received from Gil Burleigh.

2. *Declaration of Interest:*

No declarations were made

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

The Minutes of the Meeting held on 7th July 2014 were approved by the meeting following the Chair's insertion of a hand-written amendment and were signed by the Chair.

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

a. None were raised

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

a. None were raised

6. *Liaison with PPC/NHDC/CDF*

- a. The Chair reported on the meeting held with Clare Skeels and Stuart Izzard (see attached).
- b. Various comments were made regarding to the current position relating to Luton Borough Council (LBC) Central Beds DC and NHDC regarding the issue of land availability, and the difficulty LBC has in fulfilling its housing requirement, without the neighbouring Authorities' agreement to allow access across their respective boundaries.
- c. If LBC were to gain access to NHDC land to satisfy its housing need, this may have an important impact of the housing numbers required of NHDC in its Local Plan.

- d. WA reported that a paper had been submitted to NHDC Cabinet relating to the timetable leading to the completion of the NHDC Local Plan, and the Secretary agreed to contact Clare Skeels for clarification of this. **(Action Sec.)**

7. Working Group Reports

a. Communication & Website

- i. Discussion had taken place between WA and JW relating to content, as part of the ongoing Working Group liaison. **(Action WA & JW)**

b. Monitoring Report on Social Media

- i. A Facebook monitoring report was presented by AW & MG. Continued monitoring will take place, but no serious infringements had occurred. There are currently 129 members.
- ii. It was agreed that there would be a trial run of LinkedIn, but there would be no action for the present on Twitter, due to the constant monitoring required for this medium. **(Action MG/AW)**

c. Organisations & Groups Consultation

- i. This WG had not recently met.
- ii. LS had tried to make contact Diane Bailey regarding the involvement of the Youth Council.

d. Evidence Base

- i. The Sec circulated a paper from Beck Lewis (see attached) following her collation of the material contained in the yellow flyer returns, and the recorded comments provided by villagers at the Summer Fair. A précis was delivered by AW.
- ii. There had been 40 yellow flyer returns, and 180 separate comments from villagers on the basic themes appearing on the yellow flyers. The Sec confirmed that negative issues like dog fouling, footpath inaccessibility and inadequate bus services et al, would be conveyed to PPC.
- iii. The WG will make a recommendation on what the survey questionnaire will contain, and if it is to be preceded by or be followed by an Open Meeting at its next meeting. DB offered to explore the sequence of consultations used by other successful Steering Groups
- iv. The WG meets again on 4th September

e. 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)**

f. Community Assets

- i. The closing date for the return of the CA forms is 14th August.
- ii. Those returned so far appear to show a much better response than the Yellow Flyers.
- iii. As at the date of the meeting PPC had not received any confirmation if their proposed Community Assets, had been accepted or not.

- iv. The Sec. reported that PPC has the view they are not required to enter into consultation with the village, as they do not need to.

8. Land Ownership & Use

- i. The Sec. reported that he had contacted Land Registry to seek their guidance on the most appropriate and cheapest means of securing the details of land ownership within the village and the surrounding parish boundary. **(Action Sec.)**
- ii. To enable LR to advise fully on this PNPSG will need to supply a 1:2500 plan/map of the area and the approximate location of the land whose ownership is being sought – LR had advised that there are numerous parcels of land which are ransom strips, and/or too small/unusable, which we may not be looking to acquire the ownership details of, but would otherwise be charged for. **(Action Sec.)**
- iii. NP kindly agreed to acquire a 1:2500 scale plan/map of the parish from his sources. **(Action NP)**

b. Environment & Heritage

- i. CM reported that the WG had met with individuals to determine their comments on possible additions which may be required to the Parish Plan and/or VDS and had requested each to respond. These should be available by the next SG meeting, when the WG will report further. **(Action GB/CM)**

c. 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)**

d. 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)**

9. Finance Report

- a. No further expenditure had occurred since the last meeting.
- b. A discussion took place regarding printing costs, which rely on the goodwill of a villager to provide. The Treasurer felt it was unfair to expect a villager to meet costs which were included in and formed part of the application for the grant money PNPSG had received from Locality.
- c. It was agreed that the Treasurer requests invoices for the printing of documents to date, and have these circulated by email or brought to the next meeting, for agreement.
- d. The SG second and further application to Locality has been successful, and the money has been deposited in the PPC bank account. This grant will be used for printing cost and other related costs arising from the production

of the Survey Questionnaire being created by the EBWG, and will include professional fees similarly incurred, including the data extraction, collection and collation. (**Action Tres. & EBWG**)

- e. The Tres. Has contacted Locality on the possibility of securing Direct Support in the work of PNPSG in the production of a draft Neighbourhood Plan. Further updates on progress will be made to members by email, if these occur well before the next meeting.

10. Updates

a. Community Infrastructure Levy

- i. No new update was reported

b. NHDC Strategic Land Availability

- i. No new update was reported (See comments under Liaison with NHDC above)

c. Land East of Luton

- i. No new update was reported (See comments under Liaison with NHDC above)

d. Tattenhall (Cheshire) Case

- i. No new update was reported

11. Date and Time of Next Meeting

- a. The next scheduled PNPSG meeting will take place on 8th September in the village hall beginning at 8pm.

12. Any Other Business

- a. LS raised the issue of a consultation relating to bus services and referred members to the email she had circulated.
- b. The Sec. reported that Rita Norgate had expressed a keen interest to join one of the WG. It was agreed that the Sec. would write to her in confirmation, and ask if she wished to join the EBWG and ask her to attend the next EBWG on 4th Sept.

The Meeting ended at 9:35pm.

Signed as a true record of the Meeting

Diane Burleigh OBE
Chair PNPSG