

PIRTON NEIGHBOURHOOD PLAN

Steering Group Meeting Began at 20:04 on
20th October 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;
Lorna Sexton; Jill Stuart; Ann Webb;

Present: Rita Norgate, Becky Lewis & John Hayes (PPC)

Public Participation Session:

No members of the public were present.

1. *Apologies for Absence*

Apologies were received from Jonty Wild, Michael Goddard & Nick Parkin.

2. *Declaration of Interest:*

No declarations were made

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

The Minutes of the Meeting held on 11th August 2014 were approved by the meeting

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 Sec had received details from the NHDC Press release PR2623 dated 16th Oct. of the table of draft Housing Allocation numbers.

b. Clare Skeels has separately confirmed the NHDC draft Housing Allocation numbers

7. *Working Group Reports*

a. Communication & Website

i. Both operating well

b. Monitoring Report on Social Media

- i. **AW** reported that Facebook Group was operating well. **NP** was to report back on Linked-in if we are to proceed and this is deferred to the next meeting in his absence

c. Organisations & Groups Consultation

- i. Trevor Clark (Pirton Players) offered to become involved
- ii. AW confirmed that further consultation was taking place with the Reading Group
- iii. LS confirmed that further contact would take place with Pirton School

d. Evidence Base

- i. It was agreed that the Organisations & Groups Consultation be merged with the EBWG as their work dovetails with each other
- ii. NHDC Press Release PR2326 was discussed
- iii. Becky Lewis Gave a précis of her experience and qualifications and previous consultations during 2014. This included the comparison of the PNPSG questionnaire with other questionnaires Becky has been involved in creating.
- iv. Discussion took place on the PNPSG draft questionnaire which the Sec. had circulated to members before the meeting, and a few minor changes were requested like reversing questions H9 & H10.
- v. In view of the time available this year, the meeting agreed that the EBWG should proceed to conclude questionnaire and related matters and decide upon the final versions for delivery to the village and parish community
- vi. Matters to be concluded by the EBWG are:
 - a. Complete the final version of the Questionnaires
 - b. Determine if an online version is possible/feasible
 - c. Organise the printing of the questionnaires, household survey sheets and posters
 - d. Poster campaign in build up to the survey
 - e. Collate a list of volunteers and provide instruction
 - f. Delivery and collection will be via a designated envelope
 - g. Analysis will be completed by a team assembled by Becky Lewis and a report will be produced for presentation at a village public meeting to be arranged
 - h. The report will also be provided to PPC & NHDC

e. Public Consultation

- i. This is an ongoing matter, and in fact most of the consultation processes are being dealt with by other WG

f. Community Assets

- i. At the date of this meeting, the Sec. reported that no response had been received from NHDC on the list of Assets presented by PPC to NHDC
- ii. In the absence of JW no update was available of the PNPSG List of Community Assets

8. Land Ownership & Use

- i. CM agreed to look into ProMap to see if that provided PNPSG the means to access the land ownership details without the production of 1:2500 scale map Land Registry required

b. Environment & Heritage

- i. There will be a separate and distinct E&H section in the questionnaire which was discussed under EBWG above

c. Village Design & Parish Plan

- i. There will be a question relating to the VDS in the final questionnaire

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. Following PPC acceptance of the Locality Agreement, PNPSG has Direct Support from Locality, administered by Planning Aid England. Our Designated Officer is Rachel Hogger who wishes to come to see PNPSG. Check dates 23rd 27th 28th 29th Oct.!!
- b. This does not have any cost implications on PNPSG nor PPC other than the work we have to do, results we achieve.
- c. No further expenditure incurred since last SG meeting
- d. The Treasurer is still awaiting some invoices for printing costs of the yellow flyers from Priority Printing (Andy Lomas)

10. Updates

a. Community Infrastructure Levy

- i. No new update was reported

b. NHDC Strategic Land Availability

- i. Proposed Housing Numbers are 12,100 for North Hertfordshire (See comments under Liaison with NHDC above and Evidence Base)

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 & Time of Next Meeting

It was agreed that the November meeting be cancelled. The next meeting will be on Monday 1st December 2014 with future meetings as follows thereafter:

<u>2015</u>	Jan.	Monday 5 th
	Feb	Monday 9 th
	Mar	Monday 9 th
	Apr	Monday 30 th March ***
	May	Monday 11 th
	June	Monday 1 st
	July	Monday 6 th

The Meeting ended at 9:47pm.
Signed as a true record of the Meeting

Diane Burleigh OBE
Chair PNPSG