

PIRTON NEIGHBOURHOOD PLAN

**Steering Group Meeting Began at 20:00 on
1st December 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; Clive Millar; Nick Parkin; Lorna Sexton; Ann Webb; Jonty Wild (Deputy Chair)

Present: John Hayes (PPC)

Public Participation Session:

No members of the public were present.

1. Apologies for Absence

Apologies were received from Jill Stuart

2. Declaration of Interest:

No declarations were made

3. Minutes of the Previous Meeting and Their Approval

The Minutes of the Meeting held on 20th October 2014 were approved by the meeting and signed by the Chair

4. Matters Arising (not on the Agenda)

- a. NP reported on LinkedIn and commented that it fairly easy to set up. NP will moderate on behalf of PNPSG until the Chair has concluded her retirement from her business

5. Forward Planning (items not on the Agenda)

WA wished to raise one matter under Forward Planning “Actions”, that being the Chair’s letter to him of November 17, 2014. The Chair indicated that she did not expect a discussion, although she had hoped for a reply from Mr Aspinall. The Chair reminded the Steering Group of the need to be respectful towards other members of the Steering Group. There was some debate about the contents of postings on to the PNPSG Facebook page which more than one member considered personal and distressing. AW read out a prepared text, having first circulated the members with copies of the respective postings. JW also expressed his difficulty with some of WA communications, and further exchanges took place. Ultimately JW proposed, seconded by AW, that Mr Aspinall’s behaviour be considered disruptive and therefore in accordance with the

Steering Group's constitution, Mr Aspinall would have to stand down from the Steering Group. The Chair put the proposal to the members to vote on which were recorded as 6 for; 2 against with 1 abstaining, the proposal was passed and Mr Aspinall left the meeting.

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

- a. Following her retirement at 31st December 2014, the Chair informed the meeting that she would become more involved in Liaison issues, particularly those involving NHDC.
- b. The proposed sites 64 & 214 have been confirmed as part of the NHDC Local Plan Preferred Options, following the vote to send these for public consultation during the period 18th December 2014 to 6th February 2015

7. ***Working Group Reports***

a. Communication & Website

- i. All are to prompt updates to JW or NP. This WQG now consists of two members, but it was decided that it is not necessary to expand it at this time.

b. Monitoring Report on Social Media

- i. The Facebook Group is expanding in the numbers who request access.
- ii. Facebook rules & guidelines have been established, and can be implemented to deal with any person who is in breach of these
- iii. Twitter was considered to be unlikely to expand the scope of the Group's communication, so it was decided not to proceed with it – it would also require a moderator which would be difficult to deal with.

c. Evidence Base (Including Organisations & Groups Consultation)

- i. A status report on the 2014 Survey & Questionnaire was presented by members of the EBWG
- ii. The Questionnaire distribution has been a success: over 90% of households (470 of 512) have received questionnaires
- iii. Once the collection process is completed, the questionnaires will be transported to London where the analysers will compile the data
- iv. When the data analysis is completed, these will be passed to The Insight Foundation for the Survey Report to be compiled – a short version will be available before funding for the printing of these is generated from Locality.
- ii. Collections so far are in excess of 60% of households, with an average return of questionnaires in excess of 75% from those post codes

where collection returns have been provided and recorded. The Sec. will send members an update of this as figures progress over the coming days

- iii. We have already despatched over 300 questionnaires for analysis to Framework who are a recommended firm for this work
- iv. We will not know what the numbers are likely to be until later in the month. But if we reach more than 70% of completed questionnaires being returned, the survey will be very powerful in what it reveals from the village community.
- v. From the initial prognosis following consultation, the expected completion rate was that we would be lucky to get more than 350/400 questionnaires returned. We are now looking at possibly reaching 750 questionnaires.
- vi. We are hoping for an interim report of the status of the returned preferences on the questionnaires, in time for the PPC meeting on 11th December
- vii. Once we know the date of the PPC arranged public meeting in Jan. 2015 to discuss the NHDC Preferred Options, PNPSG should link our Survey Report Meeting to coincide with this.
- viii. We then need to discuss if we need a further survey, specifically surrounding housing development.
- ix. The next EGWG meeting needs to be arranged.
- x. The EBWG would like to convey special thanks and appreciation to the nearly thirty PNPSG Representatives, who have worked really hard, and are still doing so, to make this a very special survey of the considered opinion of our community and its overall position on these important subjects

d. *Public Consultation*

- i. This is an ongoing matter, and in fact most of the consultation processes are being dealt with by other WG and particularly through the 2014 Survey Questionnaire

e. *Community Assets*

- i. JW will submit the list of CA compiled to date

8. *Land Ownership & Use*

- i. Discussion took place regarding the need to provide scale maps to gain access to the relevant land ownership information

- ii. As mentioned at last meeting, LR require a 1:2500 location map to do this work. The Sec. sought any suggestions as an alternative - NHDC is just not helpful in fulfilling this need!
- iii. NP will look into Magic Maps or get a full scale map which the LO&U WG can use to satisfy Land Registry's requirements
- iv. Once the 2014 Survey is completed, this aspect becomes very important.
- v. Access to the ownership information is vital, to enable the SG to consult with landowners, and what their plans are for its future use.

b. *Environment & Heritage*

- i. This WG will arrange a meeting once the 2014 Survey result is known

c. *Village Design & Parish Plan*

- i. The Sec. reported that Rachel Hogger (Planning Aid, England) was impressed with this document, and she suggested that elements from it and the Parish Plan be identified and incorporated into our draft Plan

d. *Production of Draft Neighbourhood Plan*

- i. From our January meeting, this item will be moved to the top of the WG List on forthcoming agenda.
- ii. Once the 2014 Survey result is published, the PNPSG will be concentrating on this particular item more than most in the coming months, in liaison with Rachel Hogger.
- iii. The Sec confirmed

9. *Finance Report*

- a. The Treasurer reported on the current state of funding and expenditure.
- b. Due to the apparent success of the 2014 Survey there will be a shortfall in the funding, if the returned completed questionnaires reach the expected level – the greater the return rate is, the more expensive the analysis will be.
- c. Once the respective invoices are received, the Treasurer will conclude Grants #1 & 2 as these are due for finalisation at 31st December 2014.
- d. Once these grants are concluded, the Treasurer will approach Locality for a bridging grant to meet the shortfall in funding which may be caused by the success of the 2014 Survey

10. Updates

a. NHDC Local Plan 2011-31

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

b. Community Infrastructure Levy

- i. No new update was reported

c. NHDC Strategic Land Availability

- i. See earlier comments under Liaison and 10a. above

d. Land East of Luton

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

e. Tattenhall (Cheshire) Case

- i. No new update was reported – as this is unlikely to develop further, it was agreed to remove it from future agenda as an item.

11. Date & Time of Next Meeting

The next meeting will be on Monday 5th January 2015 at 8pm in the village hall, with future meetings as follows thereafter:

<u>2015</u>	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 9:40pm.
Signed as a true record of the Meeting

Diane Burleigh OBE
Chair PNPSG