

## **Minutes of the Meeting of the Pirton Neighbourhood Plan Steering Group held on 4 April 2016 at the Pirton Village Hall.**

Members in attendance: Diane Burleigh (Chair,) Jonty Wild (Deputy Chair,) Tom Gammell, Gil Burleigh, Lorna Sexton, Michael Goddard, Nick Parkin.

Public Participation: No members of the public attended. Diane Bailey Chair PPC attended.

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

Ann Webb

### **2. Declarations of Interest**

There were no new declarations

### **3. Minutes of the Meeting Held on the 7 March 2016**

The meeting noted the amendments added by Jonty Wild to DB's draft. On a proposal by JW and seconded by NP these were approved.

### **4. Matters Arising and Actions Taken (if not on the agenda)**

DB confirmed that JW had amended the constitution following the decision made at the March meeting and had circulated the updated document. DB confirmed that the Character Assessment now contains all of the suggested amendments and photos as suggested in March. Finally DB confirmed that the planned meeting with the PPC had taken place.

### **5. Draft Neighbourhood Plan**

DB congratulated everyone on getting the pre-submission draft plan completed printed and delivered on time. It had been a lot of work for everyone, over many months, and everyone had contributed in their own way. WELL DONE.

DB confirmed she had contacted all of the statutory consultees and had even had a couple of responses. She reminded everyone of the need to keep any responses received, though hopefully most would go to on line to the web-address, to JW, TG or DB. TG confirmed that he had put a box for responses in the village shop. DB thanked JW and the parish clerk Steve Smith for putting information on the two websites, and GB and AW for doing the same on the Facebook page.

Diane Bailey raised a small issue on the online form which JW will check out. He would welcome any other feedback to ensure it all works smoothly. LS is contacting all village organisations.

### **6. Public Consultation Event**

DB noted that she and TG were to meet with Diane Bailey and Steve Smith the following evening to finalise arrangements for the public meeting on the 19 April.

TG is doing the organising. It was agreed that the PPC Chair should introduce the evening, then DB give a brief history of the SG work, deal with the housing numbers issue, and explain "next steps", then open the meeting for questions. The small meeting room is available from 6.30 for

an exhibition. JW asked for a copy of the poster to place on the NP website. NP can provide a projector for a slide show of the main NP policies. He can also arrange for larger posters of the maps, photos and text to put up on the walls. Extra response forms will be available and people will be encouraged to complete them during the evening. It was suggested that a fresh leaflet drop to remind people of the evening should be made the weekend before the meeting.

**7. Handling of Responses**

The members of the SG mentioned in the publicity agreed to stay in touch over responses coming in. JW will use his website and the NP website as well as his email contact list to inform the community that more response forms are available on line and in hard copy. Further hardcopies are due to TG from the printers. JW asked DB to do a short reminder piece for the parish magazine. DB expressed the view that professional help is needed to analyse the responses. This led to discussion on the next agenda item.

**8 and 9. Forward Planning and Finance**

TG asked that the two items be taken together. He had been in touch with Locality because the financial year end had arrived and we had not spent all of our grant. The balance therefor needs to be returned. Locality mentioned the services of Urban Vision (UV) as a company possibly able to assist with analysing the responses and advising on amendments to the Plan in the light of those responses. TG circulated a copy of the quotation he had received from UV. This included exemplar figures for analysis and advice, and for writing the Consultation Statement. An additional service could be designing and typesetting the final version of the Plan. After some discussion, including JW confirming that he had the time to typeset/format the final version, it was agreed that UV would be helpful for the first three items, a maximum of 8 days, and a grant sought from Locality to cover this. Funds should also be obtained for Alex Munro to review the final version for compliance with the Basic Conditions. TG and Diane Bailey indicated that there would be sufficient in the PPC funds to cover printing of a limited number of copies for the Examiner and NHDC. DB will ask Clare Skeels how many copies will be needed.

**10. External Meetings**

There were none to note

**11. Date and Time of next meeting**

3 May at 8pm at the Village Hall.

**12. AOB**

There was no AOB

