

## **Minutes of the Meeting of the Pirton Neighbourhood Plan Steering Group (SG) held on 6 February 2017 at the Pirton Village Hall.**

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

**Public Participation;** No members of the public attended

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

Ann Webb

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

There were no declarations made

### **3. Minutes of the Meeting Held on the 9 January 2017**

On a proposal from TG seconded by JW the minutes were approved.

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

DB confirmed that she had written to the NHDC to start a dialogue over accepting the Pirton Character Assessment as Supplementary Planning Guidance. She reported back on the meeting on the 24 January with Ann Webb and Clare Skeels. CS supplied the necessary information for the Reg. 16 leaflet. A list of potential Examiners compiled by AW and DB was shared, and CS will take forward the procurement process. DB confirmed that she had written a piece for the February Parish Newsletter, and would do another for the March edition.

### **5. Consideration of Reg. 16 Consultation**

DB confirmed that she had re-drafted the PNPSG's Reg.16 response after all of the PNPSG members had commented. She would not do any more work on it until the consultation was underway, and the PNPSG had more of a feel for how the community was responding. She confirmed that the consultation would launch on Thursday 9 February. CS would be depositing hard copies of the documents in Hitchin Library, Town Lodge, and Pirton Village Stores. LS confirmed that she would make sure that Mr Ansell was in agreement with a copy going in to the store.

### **6. Forward Planning**

Following on from the previous item, the meeting discussed the hosting of a session in the village hall for anyone in the community to bring forward questions. It would not be a formal occasion, but members of the PNPSG would be present from 4pm to 9pm. TG will prepare a poster for distribution around the village. Hard copies of the Plan will be needed, as well as a copy of the Basic Conditions Statement, the Consultation

Statement and the Character Assessment. TG had liaised already with the Village Hall, and a date of the 7 March was agreed. JW will put a notice out on the websites, and GB will do the Facebook pages. A few tables and chairs should be put out, a couple of lap tops available for people to use, together with, if possible, NHDC response forms and envelopes. Some photos should be put up to jolly up the room. DB/GB will look some out.

**7. Finance Report** (including general matters and grants)

There was nothing for TG to report. TG noted that all Locality fund were at an end, and the PNPSG were now utilising the PPC grant to cover costs. DB agreed to highlight in the minutes and elsewhere that at the completion of our contract with Locality, the PNPSG had been asked by Locality to act as Ambassadors for Neighbourhood Planning. TG had agreed, particularly as the PNPSG have undertaken such a role on an ad hoc basis for some time.

**8. Date and time of next meeting:**

**Monday 13** March 2017 at 8pm at the Village Hall