

MINUTES

20:00hrs Wednesday 8 April 2009

Venue – back room, The Fox Pirton

Present: Hugh McConnellogue, Penny Picken, Rita Norgate, Sheila Millar, Rodney Marshall, Huw Evans, Pam Waters

Apologies: Steve Goodman, Steve Smith, Diane Bailey, Sue Evans.

Item	Title	Key Discussion Points	Action
1	Approve Minutes as distributed from meeting 4 th March 2009	Agreed and Published	
2	Parish Council Open issues. RM	<ul style="list-style-type: none">Data Protection – Jenny Smart, Parish Council Clerk, advised that this will need to be addressed.Insurance – we do need to be covered by insurance as we are a bona-fide subcommittee(minutes of our meetings submitted and published by the Parish council)	RM & PW to discuss at the next Parish Council Meeting. HE to add this to the Terms of Reference (ToR) to enable the document to be published on the parish Council's website.
3	Review Amended Questionnaire and Plan. RM & SE	<ul style="list-style-type: none">The 'Organisations' letter was discussed and agreed, there were some minor alterations that would be corrected and then re-issued.PP was thanked for her work on the logo, which all members agreed was suitable.PP suggested that any literature that was seen by the public must be clear, concise and, above all, grammatically correct, and not full of jargon, HMC agreed and felt that all publications should be fast, punchy and with as few word as possible, as long as they are relevant.	Agreed by committee, corrections to be undertaken by RM. Agreed by all the committee.

Item	Title	Key Discussion Points	Action
		<ul style="list-style-type: none"> • As had been previously discussed, asking existing organisations to complete a questionnaire was to establish what exactly they contribute to the village, their future plans, and seek their help and support with our Parish Plan. • Dividing the organisations between the committee members. 	<p>Each member of the committee would select the organisation (leader) that they knew, contact them and decide how they wish to complete the form, leave them with the questionnaire or stay and complete together.</p> <p>See details at the end of the minutes.</p>
4	Funding/Grant Applications	<p>SM reported that she had contacted NHDC and had been advised that as a Parish council steering group, we would not be able to apply for our own funding, but would have to go via the Parish Council, this was confirmed by Jennifer Smart, Parish Council clerk.</p>	<p>Any need for funding would be applied for by the Parish council.</p>
5	Engagement Process review summary. HE	<p>We are not yet in a position to decide in what way we will take the Parish Plan forward, but we will have a better view when we collate and discuss the completed 'Organisations' questionnaires. We then discussed the following;</p> <ul style="list-style-type: none"> • "Options for Engaging with the residents and those who work in Pirton" document, produced by HE – using the Terms of Reference as a starting point, as a specification for the outcomes that are contributed, by the process of engagement. There was some lengthy discussion as to what exactly this meant, and it was agreed that it was a 'work in progress', to be used as a working draft for future reference, that could be added to/and deleted from, as and when needed. • We then discussed if the parish plan would go ahead, if there seemed no interest from the village, and there was a frank exchange of views as to whether the people of Pirton were complacent or just satisfied, and liked the village the way it is? • "Risk/threats to delivering the Parish Plan" – HE had sent this to HMC for review prior to the meeting but HMC had decided not to forward the 	<p>Use as a working draft for future reference.</p> <p>We agreed to all keep an open mind and decision would be made once all questionnaires were completed and discussed.</p> <p>HMC to forward to committee for completion and return to HE electronically.</p>

Item	Title	Key Discussion Points	Action
		document on but discuss at the meeting. It is a risk assessment tool that has 45 Risk questions that have starting headings of Probability/Impact/Action these you score 0 being low and 4 being high.	
6	AOB	<p>HMC –</p> <ol style="list-style-type: none"> 1. Could everyone advise him ASAP if the calendar dates given are viable so that a final list can be agreed. 2. The questionnaire letters have the committee members telephone numbers on it, were we all ok about this. <p>PW - No RM - No RN - No pp - No HE - No SM - No</p>	<p>Advise HMC within 1 week of the meeting.</p> <p>All agreed that there were no problems with having our number on the document.</p>
7	Calendar	<p>Alternative dates in brackets</p> <ul style="list-style-type: none"> • 6th May (13th) 8pm The Fox • 3rd June (10th) • 1st July (8th) • 5th Aug (12th) • 2nd Sept (9th) 	<p>Advise HMC if these dates are acceptable to the committee.</p>

Item	Title	Key Discussion Points	Action
		<ul style="list-style-type: none"> 7th Oct (14th) 	
	Next meeting	6 th May 2009, 8pm back room of The Fox, Pirton	
	Division of Organisation list	<p>PP – Tennis club/ Craft group/ Ladies Thursday group/ Parish magazine/ Pirton players/</p> <p>PW – Pirton joycare/ Village hall/ Good neighbourhood scheme/ Over 60's club/ Parish council/ Links group/ Citizens Advice Bureau</p> <p>RN – Bell ringing/ Friends of St Mary's/ the Fox/ The Motte & Bailey/ Garden club/ History group/ Rand's education foundation/ John Hammond Charity</p> <p>SM – Methodist church/ Women's Institute/ Golf society/ Bingo</p> <p>HE – County & District Council (+ environment) Police/ Fire/ Lister Hospital/ St Mary's theatre group</p> <p>HMC – Tree warden/ Library/ Village Post Office/ Travel (South East Travel line)</p> <p>SS – Sports & social club/ Football/Cricket including Colts/ MUGA/ Lea sports</p> <p>DB – Schools/ Playgroup/ Parents, babies and toddlers/ PEAP/ Rainbows and Brownies/ Guides/ youth reps/ Cubs</p> <p>SE – Art club/ Piton website</p> <p>RM – Bridge club/ Summer fair/ Pumpkin club/ Neighbourhood watch</p> <p>SG – Milk/ Countryside management/ Bury trust</p>	Deadline for responses, be it completed questionnaire or 'what's happening', by next meeting 6 th May 2009