

MINUTES

20:00hrs Wednesday 3rd June 2009

Venue – back room, The Fox Pirton

Present: Pam Waters, Steve Goodman, Rodney Marshall, Sue Evans, Huw Evans, Diane Bailey, Sheila Millar

Apologies: Rita Norgate, Penny Pickens

Chair: Hugh McConnellogue

Secretary: Sheila Millar

Item	Title	Key Discussion Points	Action
1	Approve Minutes as distributed from meeting 8 th April 2009	Agreed and Published. The steering group were advised that prior to this meeting Stephen Smith had resigned from the committee due to other commitments.	
2	Parish Council Open issues. RM	<ul style="list-style-type: none">Data Protection – Identified as an issue for the parish council, and as such they would resolve and feedbackAll monies and issues of a financial nature to be covered by the parish council treasurer.Terms of reference -Insurance statement - will be on the Parish council minutes to be approved and issued when actioned 'Terms of reference' can be published	DB/RM/PW to keep steering group updated on progress.. 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">All questionnaires were given to Pam Waters; Organisations that had not replied should be chased, and collated at the next meeting. The cut off date for replies is therefore 1 July 2009.There was further discussion on how we would use the data, in the first instance; it should be published, to enable the villagers to see exactly what is happening.	The group to feedback. Pam Waters to ask Penny Picken to collate all questionnaire's in similar format to data collected at the consultation day. HMC to put a paragraph in the Parish magazine re questions and responses, with a view to publish via the Parish council newsletter. Approval will have to be sought from the organisations that replied.

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4	Risk and Threat Analysis	<p>Not all feedback has been received by H.E. he needs this electronically with 2 weeks of the meeting. It was discussed that this was an important issue as when Huw pulls feedback together the top high risk items can be built into the Action delivery plan.</p> <p>The committee will have lengthy discussions when this is completed</p>	Group to submit forms
6	AOB	<p>Diane Bailey - advised that Pirton was entered for the village of the year, and as it is such an active village, they would be discussing the steering committee and what work we are trying to achieve.</p> <p>Hugh McConnellogue- Re Steve Smith's resignation, we do need a replacement, this would be actioned, via a note for a volunteer, in the parish magazine.</p> <p>As things are still at an early stage, Hugh agreed to stay on as chairman for the near future; this was all agreed by the committee.</p>	<p>NIL FURTHER</p> <p>HMC to provide draft note for approval</p> <p>Nil Further</p>
	Division of Organisation list	<p>PP – Tennis club/ Craft group/ Ladies Thursday group/ Parish magazine/ Pirton players/</p> <p>PW – Pirton joy care/ 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 Mote & 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</p>	Deadline for responses, be it completed questionnaire or 'what's happening', by next meeting 1st July 2009

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		Travel line) SS – Sports & social club/ Football/Cricket including Colts/ MUGA/ Lea sports DB – Schools/ Playgroup/ Parents, babies and toddlers/ PEAP/ Rainbows and Brownies/ Guides/ youth reps/ Cubs SE – Art club/ Piton website RM – Bridge club/ Summer fair/ Pumpkin club/ Neighbourhood watch SG – Milk/ Countryside management/ Bury trust	

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