

**Minutes:
Pirton Parish Plan Steering Group**

Meeting held on 5th August 2009

Present:

Huw Evans, Sue Evans, Hugh McConnellogue (Chair), Penny Picken, Pam Waters, Diane Bailey, Steve Goodman.

Apologies:

Rodney Marshall, Sheila Millar

Item	Key Discussion Points	Actions	Lead	Target Date
1	Minutes of meeting held on 1 st July	Minutes were reviewed and agreed	Rodney	ASAP
2	Parish Council Business	<ul style="list-style-type: none"> Data Protection registration now complete. Registration minuted in PC Minutes Terms of reference – final document now in PDF Format and should be on the website 	<ul style="list-style-type: none"> Parish Council to consider ongoing need for supporting Policy and Processes HMc to check website to see what has been uploaded to date 	<ul style="list-style-type: none"> Pam Hugh ASAP
3	Pirton Organisations questionnaire	<ul style="list-style-type: none"> Good local response to questionnaire from village based organisation but response from external “statutory” groups poor Discussion around how to use the data to move forward. Two elements – we now have the basis of a directory from information gathered from local organisations, and we have the data from both exercises to give an initial overview of the concerns of village residents. 	<ul style="list-style-type: none"> Summary of data to be published under sustainable communities strategy via Parish Council newsletter, website etc Data to be amalgamated prior to publication. Publish a “directory of local organisations” based on the format of the current “Welcome to Pirton” Booklet – <i>Need explicit permissions from the organisations to do this</i> It was agreed that any outstanding questionnaires are “closed” 	<ul style="list-style-type: none"> HE, HMc, SG PW, PP - During august Report back September

4	Risk and Threat Analysis	Document presented and discussed. The document gives a prioritisation of activity that could be used to shape the Parish plan.	<ul style="list-style-type: none"> • Responses to Huw for final amendments / additions • Agreed to use the document a source of monitoring and development information for the plan. 	All All	14/8 Refer to as needed and update bi-monthly
5	Visits from Other Parish Councils	At the September meeting Ickleford and possibly Codicote Parish Council Reps will come to share their experiences of developing a PP with the group	<ul style="list-style-type: none"> • Use as a learning experience and for idea gathering. • Consider questions to ask beforehand and pass to BD to enable the visitors to prepare for the visit 	All All/DB	 By 30/8
6	Magazine Article	Article has been written and amended by some of the group	<ul style="list-style-type: none"> • Now go ahead with publication 	PP	ASAP
7	AOB	None	No action		
8	Date of next meeting				