

Pirton Parish Plan Steering Group

MINUTES

20:00hrs Wednesday 4 March 2009

Venue - 2 Crabtree Lane, Pirton

Present: Hugh McConnellogue, Penny Picken, Rita Norgate, Diane Bailey, Rodney Marshall, Huw Evans, Sue Evans

Apologies: Steve Goodman, Steve Smith, Pam Waters, Sheila Millar

Item	Title	Key Discussion Points	Action
1	Appoint a minute-taker in the absence of Sheila Millar HM	HE volunteered	Minutes recorded by HE
2	Approve minutes from 27 January 2009 HM	Minor typos were recognised Agreed pending the minor corrections	HM to amend minutes to correct typos and circulate
3	Constitution / Terms of Reference (ToR) HE	<p>Amendments:</p> <ul style="list-style-type: none"> • RM and DB raised the suggestion that the Steering Group could share the Parish Council Treasurer with the Parish Council. The PC agreed the proposition. • Chair – to hold the position for a minimum of 3 months and longer if the post-holder agrees and the Steering Group agree it is appropriate • Liability – this issue has not been addressed by the Parish Council and requires an answer before the ToR can be finalised • Membership of the Steering Group to be limited to a maximum of 12 but not to include others co-opted to support the work of sub-groups or invited to participate in an advisory or other role • Quorum – agreed it should be 4 Steering Group members (a third of the membership) and to include the Chair or his/her nominated deputy 	<p>The issues about data protection and liability are to be taken to the Parish Council at their next meeting for clarification and the response fed back the response to HE for inclusion in the ToR – DB & RM</p> <p>ToR to reflect the amendments agreed and when PC decisions are known the new version to be circulated and agreed via email before the next meeting – HE</p>

Pirton Parish Plan Steering Group

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		<ul style="list-style-type: none"> • Decision-making powers of the Steering Group – it was agreed that this was a fluid issue and that the context of each decision would determine whether it should be referred to the PC or remain with the Steering Group, for example an issue about completing an action that posed no risk to the PC and was an internal issue for the Group need not be referred. However, decisions about funding, or other issues that might impact upon the PC must be referred to them for agreement or otherwise. It was agreed that the Steering Group would refer decisions to the Parish Council as appropriate as issues arose. • Reviewing the Parish Plan – the ToR to reflect the need to review the plan 'at least bi-annually' • Data Protection – Currently survey data is held by an individual and this issue needs to be aligned with the Parish Council arrangements and conform to legislation. • The appendix detailing membership needs populating with the names of current members • Some minor grammatical issues required addressing <p>ToR are fit for purpose at this time and it was acknowledged that they were a 'living document' that might require amendment to address issues as they arise.</p>	<p>ToR to be reviewed/amended by the Steering Group as appropriate - Chair</p>
4	Treasurer and the Parish Council DB	See Item 3 above	See Item 3 above
5	Pirton Organisations questionnaire SE	<p>The purpose of the questionnaire:</p> <ul style="list-style-type: none"> • To find out more about the organisations in the village • What they do • What they are planning • Seek their views about village issues • Seek their cooperation and support for the Parish Plan • Reassure them and not raise their expectations in any way, e.g. funding <p>The questionnaire required development and agreement before circulation.</p>	<p>SE to re-format the current list of village organisations</p> <p>SE to develop a questionnaire and covering letter to be circulated to the Steering Group</p> <p>Members to inform SE of the organisations they feel they have good contact with in the future - All</p>

Pirton Parish Plan Steering Group

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		The Parish Magazine (Anne Watson) had supplied SE with their list of organisations.	
6	Funding / Grant Applications SM	In the absence of Sheila Millar it was agreed to carry this item forward to the next meeting	To be addressed at next Steering Group meeting
7	Data analysis PP	<p>PP had met with RM and HE to review the data collected to date. PP had then developed her analysis to match the NHDC Sustainable communities Strategy themes as it would make more sense to do so to enable comparisons with NHDC and HCC plans and aid gap analysis in the future. The analysis was shared with the group. (NB: Only the 'improvement' suggestions of the survey were fed into the document)</p> <p>Discussion then ensued about activities to follow up on the engagement event and the survey to further inform the Parish Plan. It was agreed that group members should forward their ideas about options (up to three) to HM for further discussion at the next Steering Group meeting. An engagement strategy/plan was needed</p> <p>HM volunteered to write a piece for inclusion in the Parish Magazine to explain the work of the Steering Group and the purpose of the Parish Plan</p> <p>An email address exists for the plan – 'parishplan@pirtonparishcouncil.org' and in order to make it simple for people this should be used for inviting external contributions</p>	<p>PP to circulate the data analysis to members by email</p> <p>HM to email the piece by 14/3/09</p>
8	AOB HM	<p>HM - Future venues</p> <ul style="list-style-type: none"> • The Fox have agreed that the Steering Group can use their back room <p>HE - Communicating the work of the Steering Group</p> <ul style="list-style-type: none"> • It was agreed that the minutes and other documents should be made available on the Parish Council website. It was not considered necessary to place the agendas on the website. • The ToR also should be available on the PC website <p>HE - Village profile</p> <ul style="list-style-type: none"> • It was agreed that it would be useful to develop a profile of the village mirroring as much as is possible the data in the Sustainable communities Strategy 	<p>HM amending the minutes from 27/1/09 and forwarding to RM for inclusion on the PC website</p> <p>HE to forward the amended ToR to RM for inclusion on the website</p> <p>HE to liaise with NHDC and develop a village profile</p>
9	Calendar	To be developed	HM to develop

Pirton Parish Plan Steering Group

Item	Title	Key Discussion Points	Action
	HM		
10	Future meetings	<ul style="list-style-type: none">• 20:00 1 April 2009 @ The Fox PH• 20:00 6 May 2009 @ The Fox PH	