

PARISH PLAN STEERING COMMITTEE MEETING
TUESDAY 27TH JANUARY 2009
8PM 2 CRABTREE LANE, PIRTON

Those present: Huw Evans, Sue Evans, Rodney Marshall, Hugh McConnellogue, Penny Picken, Rita Nortgate, Diane Bailey, Sheila Millar

Apologies: Steve Goodman, Steve Smith, Pam Waters.

No minutes from previous meeting to agree.

1. Appointing Chairman/Secretary/Treasurer

This was a fairly lengthy discussion, producing the following,

Chairman – on a rolling 3/6 month basis

- a) Hugh McConnellogue
- b) Rita Northgate
- c) Sue Evans

Secretary –
Sheila Millar

Treasurer –

It was discussed, that as the parish council are overseeing the steering committee, we could combine treasurers.

2. Constitution/Terms of Reference (TOR)

Hue Evans had produced several drafts of the original TOR, and these were discussed, the committee felt that a simpler **document** would be more advisable, a 'Mission Statement' rather than a lengthy document, needed to be 3 or 4 punchy sentences, advising who the group is and what the group is about (Aims and Objectives) Huw agreed that he would write another draft, and asked for feedback before the next meeting.

Sue Evan is collating a list of 'Organisations' in the village, so that we have a comprehensive list to work from, to enable us to ask if they have any future plans, that they wish to be put into our 'Parish plan'.

She will put together a few questions, to enable us to each 'phone 4-5 organisations, asking the same set of questions.

3. Funding/Grant applications

Funds may be needed by the Steering committee, hiring of meeting rooms etc, therefore NHDC needs to be contacted for full details. Sheila Millar to contact

4. Data Analysis

Penny Picken advised that she was still waiting for 2 lots of data, Law & Order & Economics, when she receives these she can finalise her analysis and forward for discussion.

Next steps

All agreed that we need to get the TOR correct before we can agree our next steps,
We await the new draft version for agreement

AOB – ‘The Fox’ will be approached to see if we can use the back rooms for future meetings.

Date of next meeting – Wednesday 4th March , 8pm 2 Crabtree lane.