

# Pirton Parish Council



**Minutes of Pirton Parish Council Meeting held on 10 June 2021 at Pirton Village Hall at 7.45 pm**

[www.pirtonparishcouncil.org.uk](http://www.pirtonparishcouncil.org.uk)

**Present:**

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr A Goodman, Cllr S Maple, Cllr M Parkin, Cllr N Rowe

**In attendance:**

Mr Edward Roberts (Parish Clerk)

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**21-29 To receive and accept apologies for absence.**

Apologies for absence had been received from Cllr Faye Frost and Cllr Rowe.

**21-30 Public Participation**

Cllr Claire Strong was present, along with three members of the public. Items raised from the floor largely concerned planning issues. There was concern over the latest application for land to the rear of 17 Walnut Tree Road, with an additional two 5-bed houses and an inadequate ecology report. The presence of bats in the area was stressed by the resident. This would be included in the Parish Council's response. On Wrights Farm, a suggestion was made for community use, with a business plan now needed for submission to HCC. Cllr Rogers stressed that support from the Parish Council would be forthcoming for such a scheme and the subject had been raised at May's meeting. There was some urgency as any submission had to be in to HCC by next month. Cllr Burleigh explained the planning situation, amplified further by Cllr Strong. The final issue was that of the proposed development at West Lane Farm. Again, this was being addressed by the Parish Council and their response to the application was already in draft.

**21-31 To receive declarations of interest from Councillors on items on the Agenda and to consider any requests for dispensation.**

Declarations of interest were received from Cllr Maple in respect of his membership of the Sports & Social Club Committee.

**21-32 To confirm and sign the Minutes of the Parish Council Meeting held on Thursday 6 May 2021 as a true and accurate record.**

It was **RESOLVED** that the minutes of the Council Meeting held on 6 May 2021, be approved as a true and accurate record of the proceedings and be duly signed.

**21-33 To receive Bank Reconciliation and Financial Summary and to approve accounts for payment.**

- a. Bank account as at 31 May 2021: Unity Trust Account £65,519.98.
- b. It was **RESOLVED** that payments totalling £2392.85, as detailed on the monthly Finance Statement (Appendix A) be made.

**21-34 To receive the Clerk's report.**

The Clerk began by drawing the attention of Councillors to the Net Position financial report circulated prior to the meeting, listing expenditure against budget for the various Cost Centres.

He confirmed that the increase in value of the play equipment had been implemented with the insurers and that the increase in annual premium would be £71.11. The pro rata increase to September 2021 had been waived. September's premium payment would be £2062.58.

The £350 towards the new village website had been received from the Pumpkin Club and this would be ring fenced solely for the website.

All allotment payments were in and there were 4 outstanding payments for Great Green parking permits. Reminders had been sent and final reminders would be issued at the end of the month.

A Freedom of Information request had been received regarding works at 11A Royal Oak Lane and this and a further request had been answered.

A reply had been received from Lea Sports PSG FC to the letter sent regarding parking in Walnut Tree Road on match days, as had one from Pirton Cricket Club on VAT repayments.

The Clerk, with Cllrs Burleigh and Parkin, met with Barry Bygrave from HCC to discuss proposed works to the Great Green bus stop area. Access will be improved by changing the kerbs, putting in a dropped kerb on the corner and making good with tarmac over the existing broken concrete area. The Council was in favour of this scheme which will bring the stop into line with the requirements of the Equalities Act 2010.

**21-35 To agree the dates for the Public Rights period as suggested by the external auditor, Monday 14 June – Friday 23 July 2021.**

The dates for the Public Rights period as above were **AGREED**.

**21-36 To receive the RecDev Working Group report**

Cllr Maple had previously circulated the report (Appendix C) which he went through. It was agreed that a further representative was needed from the Parish Council and Cllr Rogers volunteered to fill the place. There was some discussion over how to quantify the level of support from the village for the new build and it was agreed that the Summer Fair would be a good venue to promote the project.

**21-37 Planning**

- a. To consider Planning Applications (Appendix B). Cllr Burleigh addressed the 3 applications and the draft responses would be sent to the Clerk.
- b. To receive an update on the local plan. More hearings had been scheduled and the inspector's report was awaited.
- c. To receive an update on Cala Homes. Work had started on the last houses but there were still questions over the Transport policy and contact. Cllr Burleigh would chase this up. Cllr Rogers would write to the CEO.
- d. To receive an update on Spitfire Homes. Cllr Maple had had little success in trying to contact anyone on site. Cllr Parkin would contact Daniel Washington regarding the provision of a bus stop outside the development. Cllrs Burleigh, Maple and Parkin would talk to HCC about Section 106 funding.
- e. To consider the situation with regard to Wrights Farm. Following on from item 21-30, Cllr Parkin stressed the urgency of a response. Cllr Goodman agreed to make contact with the community group.

- 21-38 To receive an update on proposals for the provision of PSSC storage facilities.**  
A paper had been circulated by Cllr Maple to answer questions posed at previous meetings. (Appendix D). The proposal for the provision of storage by means of shipping containers was **AGREED** in principle, with funding to come from the Parish Council and possible S106 monies from Blakeney Homes.
- 21-39 To agree a solution to the state of the track at Great Green.**  
Cllr Rogers had spoken to various residents to ascertain the exact intentions of the work to the track. Potholes were to be cut back, filled and compacted with suitable aggregate. Under Health and Safety responsibilities, the Council **AGREED** to pay a 50% contribution towards the materials, **APPROVING** the expenditure of £350. Proposed by Cllr Rogers, seconded by Cllr Burleigh and approved by all present.
- 21-40 To receive updates on Pirton road safety issues, including speed limits.**  
Various methods of speed reduction were discussed, with speed bumps and chicanes not proving popular. Speed Indicator Devices were very effective, but funding was a problem. Pirton had an application in for one, but two, or one that could be moved would be better than a single fixed device. Cllr Goodman said that HCC Highways should be involved in the siting process and Cllr Burleigh agreed to write to Roger Taylor to explore options.
- 21-41 To receive an update on the village transport survey.**  
It was agreed that the survey should be distributed as part of the newsletter. The cycling survey had been sent off and Cllr Strong stated that there was a cycling strategy with some funding. This was, however, largely for encouraging cycling to work, rather than as a leisure activity.
- 21-42 To consider paying £140.00 quarterly in advance for the use of the Urbaser bin at the PSSC by the Street Cleaner.**  
It was **AGREED** that the Parish Council would pay the £140 for the next 12 months (to 30 June 2022), at which point it would be reviewed. Proposed by Cllr Goodman, seconded by Cllr Maple and agreed by all present.
- 21-43 To consider the implications of the figures produced for a split of VAT repayments between the PSSC and Parish Council.**  
Cllr Rogers stated that this needed to move to a conclusion. Cllr Maple agreed to speak to the PSSC committee using the figures produced by Cllr Burleigh. A long term payment plan over 10 years was thought to be the best option to offer the PSSC.
- 21-44 To discuss the maintenance of the fencing at Blacksmiths Pond.**  
A local resident had offered to pay for the paint and this would be taken up. A work party would be arranged for a "PC painting morning" with refreshments provided by Cllr Rogers.
- 21-45 To consider funding a skip to support volunteer drainage ditch clearance work led by Mr Tom Gammell.**  
This was **AGREED** in principle. There was some discussion over the siting and whether or not permission was required from Historic England. Cllr Burleigh was to follow up this latter point.
- 21-46 To discuss the production of a newsletter in July.**  
Cllr Maple had a list of topics ready and would circulate these as a basis for articles.
- 21-47 To receive an update from the Communications Working Group.**  
Updates had been sent out by Cllr Goodman and excellent progress had been made with the "village website". Photographs of some councillors were still missing from the main Council website.

- 21-48** To receive an update on the Heritage Verge on Hitchin Road.  
Cllr Burleigh had little to add to previous correspondence on the subject.
- 21-49** To consider adopting the new NHDC Code of Conduct.  
Proposed by Cllr Rogers, seconded by Cllr Parkin, that the Parish Council adopts the new NHDC Code of Conduct. **AGREED** by all present.
- 21-50** To consider a response to the proposed expansion in passenger numbers and variation of noise contours at Luton Airport.  
Cllr Burleigh stated that Pirton did not appear to be within the noise contour and that any response from the Parish Council would be based on that by HAPTC.
- 21-51** To approve amendments to the following document: Social Media and Electronic Communications Policy. Doc 016.  
This item would be held over to next month.
- 21-52** To receive reports on the following:  
a. Parish Paths Partnership (P3). Nil.  
b. S106 Projects. Nil.  
c. Village Environment. The effects of the proposed new town – Greenwood – on Pirton were discussed. The main problem would almost certainly be increased traffic. Cllr Burleigh had drafted a response based on this.  
d. Bury Trust. There was little to report. Permission for the installation of a seat had been submitted to Historic England.  
e. Village Hall. No change from previous reports.
- 21-53** To suggest items for the next meeting of the Parish Council to be held on Thursday, 8 July 2021 at Pirton Village Hall at 7.45 pm.  
No items were immediately suggested.

**Meeting Closed: 10.49 pm.**

Appendices

Appendix A – Monthly Finance Statement

Appendix B – Planning Applications

Appendix C – RecDev Working Group Report

Appendix D – PSSC Storage Solutions

## Appendix A – Monthly Finance Statement

## Pirton Parish Council

**Bank Reconciliation at 31/05/2021**

|                                   |            |           |                  |
|-----------------------------------|------------|-----------|------------------|
| Cash in Hand 01/04/2021           |            |           | 51,563.00        |
| <b>ADD</b>                        |            |           |                  |
| Receipts 01/04/2021 - 31/05/2021  |            |           | 22,419.33        |
|                                   |            |           | 73,982.33        |
| <b>SUBTRACT</b>                   |            |           |                  |
| Payments 01/04/2021 - 31/05/2021  |            |           | 8,462.35         |
| <b>Cash in Hand 31/05/2021</b>    |            |           | <b>65,519.98</b> |
| (per Cash Book)                   |            |           |                  |
| Cash in hand per Bank Statements  |            |           |                  |
| Petty Cash                        | 31/05/2021 | 0.00      |                  |
| Pirton Parish Council Unity Trust | 31/05/2021 | 65,519.98 |                  |
|                                   |            |           | <b>65,519.98</b> |
| Less unrepresented payments       |            |           | 0.00             |
|                                   |            |           | 65,519.98        |
| Plus unrepresented receipts       |            |           | 0.00             |
| <b>Adjusted Bank Balance</b>      |            |           | <b>65,519.98</b> |

**A = B Checks out OK**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Payments

| <b>Date</b> | <b>Description</b>      | <b>Supplier</b>                     | <b>Net</b>      | <b>VAT</b>    | <b>Total</b>    |
|-------------|-------------------------|-------------------------------------|-----------------|---------------|-----------------|
| 10/06/2021  | Play Equipment Repairs  | Setter Play Equipment               | 550.00          | 110.00        | 660.00          |
| 10/06/2021  | Expenses                | Edward Roberts (Clerk)              | 48.02           | 9.61          | 57.63           |
| 10/06/2021  | Basketball Fascia Board | Edward Roberts (Clerk)              | 83.32           | 16.67         | 99.99           |
| 10/06/2021  | Litter picking kit      | North Herts District Council (NHDC) | 104.16          | 20.84         | 125.00          |
| 10/06/2021  | Salary                  | Edward Roberts (Clerk)              | 582.68          | 0.00          | 582.68          |
| 10/06/2021  | Expenses                | Edward Roberts (Clerk)              | 30.00           | 0.00          | 30.00           |
| 10/06/2021  | Expenses                | Edward Roberts (Clerk)              | 20.00           | 0.00          | 20.00           |
| 10/06/2021  | Expenses                | Edward Roberts (Clerk)              | 21.95           | 0.00          | 21.95           |
| 10/06/2021  | Salary                  | HMRC Clerk's Tax                    | 145.60          | 0.00          | 145.60          |
| 10/06/2021  | Street Cleaning         | Tony Smart                          | 170.00          | 0.00          | 170.00          |
| 10/06/2021  | Village Greens Grass    | Andrew Burton                       | 480.00          | 0.00          | 480.00          |
|             |                         |                                     | <b>2,235.73</b> | <b>157.12</b> | <b>2,392.85</b> |

## Receipts

| <b>Date</b> | <b>Description</b>    | <b>Supplier</b>  | <b>Net</b>    | <b>VAT</b>  | <b>Total</b>  |
|-------------|-----------------------|------------------|---------------|-------------|---------------|
| 10/05/2021  | Allotment rent        | D Woodward       | 40.00         | 0.00        | 40.00         |
| 12/05/2021  | Allotment rent        | I Bokisa Plot 3b | 20.00         | 0.00        | 20.00         |
| 25/05/2021  | Pumpkin Club Donation | Pumpkin Club     | 350.00        | 0.00        | 350.00        |
| 01/06/2021  | Parking               | Allard           | 5.00          | 0.00        | 5.00          |
| 04/06/2021  | Parking               | Steve Kitchiner  | 5.00          | 0.00        | 5.00          |
|             |                       |                  | <b>420.00</b> | <b>0.00</b> | <b>420.00</b> |

Appendix B – Planning Applications

| Reference        | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i 21/01392/FP    | <p><b>Land to the rear of 17 Walnut Tree Road, Pirton</b></p> <p><i>Erection of ten dwellings comprising of two 2-bed, four 3-bed, one 4-bed and three 5-bed dwellings with associated garaging and landscaping including creation of new vehicular access off Walnut Tree Road.</i></p> <p><i>Plus associated Section 106 response form.</i></p> <p>Comments to Tom Rea by 28 May 2021 (extended to 11 June)</p> <p><b>Response and objection sent 11 June 2021</b></p> |
| ii 21/01549/FPH  | <p><b>33 Bunyan Close, Pirton</b></p> <p><i>Single storey front/side extension following demolition of existing side elevation lean-to</i></p> <p>Comments to Alex Howard by 13 June 2021</p> <p><b>No objections</b></p>                                                                                                                                                                                                                                                |
| iii 21/01645/PNQ | <p><b>West Lane Farm, West Lane, Pirton</b></p> <p><i>Conversion of existing barn into four 2-bed dwellings</i></p> <p>Comments to Ben Glover by 20 June 2021</p> <p><b>Response with comments to be sent prior to the deadline.</b></p>                                                                                                                                                                                                                                 |

Planning Decisions (for information only)

| Reference | Detail |
|-----------|--------|
| i Nil     |        |

|                                          |
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| <p>Signed: _____</p> <p>Dated: _____</p> |
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Appendix C - RecDev Working Group Report

**RecDev Working Group report to PPC 10 June 2021**

1. The Working Group has met formally 22 times to date. The group has two key activities:
  - a. To develop proposals for a revamped playground area
  - b. To develop proposals for a new pavilion

**Playground**

2. The playground was formally opened on 27<sup>th</sup> May (after Covid restrictions had been eased). This aspect of the Group's work is now considered to be complete.

**New pavilion**

3. The work for this phase of work is nearing completion. As required by the remit the Development Project Plan is being written up for presentation to the PPC.
4. At the last Working Group meeting a representative of Herts FA joined us to discuss a potential grant, and the process for the PPC to submit an application.
5. The process is that an initial pack of information should be provided to the Football Foundation, and this will result in an indication of the likely size of a grant that may be provided, and the timescales.
6. The Working Group recommends that the same process of supplying an initial pack to gauge the likelihood of receiving a grant is used for all potential funding bodies.
7. Once the Concept design work is completed, and approved by the PPC, two key activities can commence:
  - Communications of the proposal to the community
  - Fund raising can commence
8. The Summer Fair (10<sup>th</sup> July) is an opportunity for engaging villagers in the proposals. A stall has been booked for the PPC to publicise the project and start the engagement and assessment of Villager's views (as well as other matters such as recruitment of Councillors).
9. The three key issues going forward if the PPC accept the proposed Development Project Plan are:
  - Organisation/governance arrangements for the next phase
  - Securing the funding
  - Achieving sufficient support from Villagers
10. On the first of these, two draft documents have been circulated and views from the Rec Dev Working Group are attached to this report.
11. The PPC will need to consider how it will judge whether there is sufficient support from Villagers to proceed, particularly if significant funding is raised by a PPC secured loan.
12. The PPC is requested to:
  - a. NOTE the contents of this update.
  - b. PROVIDE any comments or direction on the matters contained in this update.

Simon Maple

Attachment – Rec Dev Working Group views on Governance for next phase

|                               |
|-------------------------------|
| Signed: _____<br>Dated: _____ |
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## Pirton Parish Council

### Recreation Ground Development Working Group (RecDev)

1. The Rec Dev Working Group is nearing completion of its remit from the Parish Council. Two draft documents have been produced by the PPC to consider governance arrangements for the next phase of work. This note sets out views from the Working Group for consideration by the PPC on the proposed approach.
2. It is understood that there are two key considerations for the PPC in determining the ongoing arrangements:
  - That the PPC must be clearly leading (and seen to be leading) this important programme.
  - In order to keep costs down, the PPC must be clearly operating in accordance with the regulations, such that it can reclaim VAT where appropriate.

The Working Group fully endorses these two points and agree that they are essential in determining the new arrangements.

3. The Working Group believes that the current phase of work has been consistent with these considerations. It is a Working Group of the Parish Council, chaired by a Parish Councillor, and requires two Councillors to be part of the Group. All decisions have been made by the PPC based on advice provided by the Group. The work on the playground was ordered by the PPC, invoiced to the PPC and the new items of equipment are assets belonging to the PPC. VAT has been reclaimed in accordance with the regulations.
4. A key factor for future arrangements is whether an additional group (as proposed in one of the draft documents) is required. The Working Group's view is that an additional group would only be of benefit if it has some delegated authority from the PPC for decisions. This would potentially allow some decisions to be taken faster (possibly with weekly or fortnightly meetings), and with a dedicated group that would be fully engaged, rather than being taken by the full PPC as part of a large and varied agenda, and at meetings that often run until 11pm without this additional workload.
5. In general, the Working Group's view is that an additional group would not be helpful. Successful project management requires clear accountabilities, (with appropriate controls), good communications and the ability to act swiftly when necessary. An additional group is at risk of blurring accountabilities, and making communications more difficult, although it could allow faster decisions if it has appropriate delegated authority.
6. Another consideration regarding an additional group is the ability to resource it, given that the PPC is currently under strength. An alternative would be to strengthen the existing Working Group with additional Councillors. It will be crucial to have members with appropriate experience both of operating the facility, and of managing projects.
7. Simplistically there are two phases of a project – The early stage for determining the requirements, carrying out the design, getting consents, and crucially raising the funding; the latter stage for demolition, construction, fit out, and handover. These two phases need different management arrangements. In the early phase timescales are more flexible, there can be more of a committee style, and many people can be consulted/contribute. In the later phase delays in making decisions can be very expensive and a single point of control is required with the contractor. Changes are to

be avoided if at all possible, and some decisions have to be made quickly. We are still in the early stage, and will be until designs are completed, planning permission approved and funding raised. Therefore one (or two) groups can be used as the next stage of governance, but a further change will be required for the later stage.

8. Fund raising could be considered as a specific activity for a small sub group, although they would have to work very closely with all other groups.
9. Specific points from the two drafts for consideration:
  - The WG thinks that a title of “Sports Pavilion Development Group” would send the wrong message as it is intended that the facility would be used by lots of people/groups, not just for sport.
  - The WG does not believe that “There is a potential conflict of interest where the PPC Cllr Chair is also a member of the PSSC or affiliated sports group..” What is the conflict? Both the PPC and PSSC seek a new facility at an affordable price that will serve both sports teams and other users well, and will be an asset that the village will be proud of. The Group believes that PPC and PSSC interests are aligned in this matter, and not in conflict.
  - To “examine all available loan sources” is too onerous. Suggested wording “To examine appropriate loan sources ..”

Simon Maple, Chair RecDevWG

Appendix D – PSSC Storage Solutions

**Pirton Sports & Social Club**

**Storage Options**

1. A proposal (copy attached) for Recreation Ground storage was submitted and considered at April’s PPC meeting. After consideration, additional information was requested on three specific points:  
 Dampness  
 Alternatives  
 Testimonials

The purpose of this paper is to address those points and seek agreement in principal to a storage solution at the Recreation Ground.

**Dampness**

2. Dampness can be a problem with storage in containers (the proposed solution). However, it can be overcome, as is evident in the worldwide use of containers for transportation and storage of goods, often in challenging environments. Containers are used for sea, rail and road transportation as well as for storage, and goods are successfully protected from damage.
3. There are various solutions, for example:  
 Desiccants  
 Moisture traps  
 Insulation  
 Ventilation
4. There are many desiccant solutions available commercially, such as damp sticks which hang in the container and absorb moisture, and in some cases cat litter is used. Moisture traps can be used to collect condensation, although it is possible, if a sealed (eg for maritime use) container is not necessary, to use drainage holes. Insulation can be provided in a number of ways. Insulation boards can be fitted internally, and Sprayfoam can be applied internally, externally or for both. Marine plywood floors are sometimes used which also provide insulation. Again, if a sealed environment is not necessary (as in our case), ventilation can be provided using appropriate vents in the container sides.
5. It is therefore believed that dampness can be controlled acceptably for the proposed storage purpose.

**Alternatives**

6. The alternatives considered were:  
 Incorporation in new pavilion  
 New wooden building  
 New garage type prefabricated building
7. The key criteria considered were cost/affordability, maintenance, security, fire risk. The existing buildings are about 80 sq m in area and it is assumed that a similar size will be required.
8. Incorporation into the new pavilion is likely to be the most expensive option, with a build cost in the region of £1500 per sq m, leading to a price in excess of £100k.
9. Separate buildings including a new base would cost in the region of £30 – 50k. Although the existing building is wooden and has provided reasonable security and has not caught fire, a wooden building is less secure, requires more maintenance and is more of a fire risk than containers.
10. Containers cost around £2.5k each (inc VAT) plus screening, insulation etc. They are therefore the most cost effective solution by some margin, and are secure and fire resistant.

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**Testimonials**

- 11. Containers are widely used for storage, and represent a cost-effective solution that recycles materials, providing a secure vandal resistant solution.
- 12. Taking just one commercial company providing containers (1<sup>st</sup> Containers), they show case studies for a wide variety of users including:
  - Anthony Worrall Thompson
  - BBC
  - BT
  - Chelsea Flower Show
  - Euro Dismantling Services
  - Jet Aviation
  - Red Cross
  - Red Lion Films Ltd
  - Snoozebox
  - Thames Water
  - UK Police Force
  - Vita Ray Productions
  - YMCA

- 13. 1<sup>st</sup> Containers include the following on their website:  
 With ongoing increases in the number of memberships for sports and recreation clubs all over the country, some clubs are struggling to accommodate the growing number of requests, with equipment storage arising as a particularly common problem. 1st Containers can offer the perfect remedy, as its portfolio includes a range of products that are ideal for temporary or permanent storage. Armed with extra space, sports clubs can continue growing at rapid pace!

Two products in particular have recently been in high demand from leisure and sports clubs – our preassembled 10ft container and our flat packed storage container. Both are very compact and can easily fit into small spaces, while also providing a surprisingly large amount of storage. They are constructed from Corten steel and are completely waterproof, minimising the risk of damage to equipment. They can be secured with a double lock to help prevent theft. Like all other products supplied by 1st Containers, these smaller units feature top-class craftsmanship and can be expected to last for decades.

- 14. Closer to home, the Chairman of St. Paul’s Walden Parish Council responded with their experience of container use:

RE: Containers > Inbox x

**Tim Roberts** via [stagenhoefarm.onmicrosoft.com](mailto:stagenhoefarm.onmicrosoft.com)  
 to me, Tim ▾  
 Hello Steve,

As far as I am aware the shipping containers have been a great success.  
 As they are strong they have proved to be resistant to vandals – so far.  
 The equipment stored in them has not become damp – it is all relatively robust stuff.  
 As the containers are painted green we have not had any complaints that I am aware of.

- 15. Shefford Lower School also uses containers to store their sports equipment.
- 16. After considering the questions raised by the PPC we continue to believe that containers represent the best solution for sports club storage at the Recreation Ground. Therefore:

|                               |
|-------------------------------|
| Signed: _____<br>Dated: _____ |
|-------------------------------|

The PPC is requested to APPROVE the proposal in principle

The PSSC would then create detailed plans for PPC approval, and then PPC submission for planning permission.

Steve Smith

Chairman, PSSC 8 June 2021