



POTTON NEIGHBOURHOOD DEVELOPMENT PLAN

Annex H Implementation and monitoring

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1 Introduction

The Neighbourhood Plan (NP) will be delivered and implemented over the lifetime of the Plan by a number of identified stakeholders and partners. Flexibility will be needed as new challenges and opportunities arise over the plan period. To this end it is important to check that the policies that have been accepted as part of the plan are relevant thus are used in achieving the plan's objectives.

This document is intended to provide a framework that:

- Describes the main responsibilities of Potton Town Council and the people and structures required to implement the NP and achieve its objectives. To this end specific action plans and a policy use tracker will be created to enable progress tracking and reporting by Potton Town Council. Using the collected data Potton Town Council will report on the implementation of the Plan annually and consider if amendments are required.
- Explains the processes by which implementation of the plan will be monitored.
- Provides a set of standard templates that can easily be used to monitor the usefulness and relevance of the plan policies progress and report back to the Town Council and Town's residents on this progress.

2 Responsibilities, Activities and Monitoring.

Specifically, the Plan will be used by the Potton Town Council (PTC) to:

- Guide comments on planning applications.
- Negotiate with landowners and developers to achieve the best possible outcomes from new development.
- Direct financial resources to the town / parish in a structured way.
- Bring together groups or working parties to improve the town / parish environment.
- Lobby Central Bedfordshire Council (CBC) to support the parishioners' wishes and aspirations.
- Guide comments on planning applications.
- Negotiate with landowners and developers to achieve the best possible outcomes from new development.
- Direct financial resources to the town / parish in a structured way.
- Bring together groups or working parties to improve the town / parish environment.

The following sections expand on the above activities detailing the responsible parties, the actions they should undertake and any associated monitoring process or activity (ies).

2.1 Guide comments on planning applications.

Responsibility

Potton Town Council: To accept or reject the recommendation of the planning sub-committee

PTC Planning Sub-committee: To assess planning applications for compliance with the NP policies/objectives and provide recommendation to the full PTC.

Activity

Using the Neighbourhood Plan visions, policies and objectives the PTC planning sub-committee should:

- Assess any planning application submitted to Potton Town Council for comment.
- Complete the policy monitoring template.
- Provide a recommendation to the full PTC regarding the application.

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- Provide appropriate text that can be used to formally respond to CBC.

Monitoring

To monitor the usefulness and relevance of the policies as each planning application is assessed a policy monitoring template will be completed. The data collected will include:

- The planning application reference
- The date when it was assessed by the PTC planning sub-committee
- Indication if a policy has been cited or referred to indirectly in the application.
- Notes related to the policy invocation.
- The recommendation for consideration by the full PTC.

2.2 Negotiate with landowners and developers to achieve the best possible outcomes from new development.

Responsibility

Potton Town Council:	To invite potential developers/land owners to meet and discuss their ideas prior to formal proposal submission.
PTC Clerk:	To direct any prospective developers and landowners to the NP and supporting documents on the NP website.
PTC planning sub-committee/ PTC NP sub-committee	To cross reference subsequent applications with discussion and establish if process works/is worthwhile.

Activity

Potton Town Council Clerk will direct any prospective developers and landowners to the Neighbourhood Plan and supporting documents on their website and at the request of the council invite them to a meeting to discuss their potential plans. This will ensure any subsequent development application to be produced in full knowledge of the objectives of the community and be produced such that it:

- Recognises and supports the NP Visions.
- Enables compliance with the objectives and policies.
- Avoid any failure to pay heed to the Design Guidance documents that form part of the Plan.

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Monitoring

Minutes of any meeting that occurs with landowners will be kept detailing the specific areas of discussion around how any proposed development would contribute to the NP visions, policies and supporting objectives including any specific existing or proposed community projects. These will be referenced to establish if any subsequent application did address the areas originally discussed.

2.3 Direct financial resources to the town / parish in a structured way.

Responsibility

Potton Town Council/Clerk:	To liaise with local organisations and maintain a register of proposed projects.
Ward CBC Councillor:	To direct any prospective developers and landowners to the NP and supporting documents on the NP website.
PTC NP sub-committee:	To oversee and ensure communication between any community or working group/project team and Local CBC Councillor.

Activity

Potton Town Council will liaise with local organisations and maintain a register of proposed projects designed to enhance the infrastructure and facilities within the parish in line with the stated objectives of the Plan policies. The Council will ensure that Central Bedfordshire Council are aware of these projects and consider them when allocating funds generated from development in the parish and surrounding areas.

Monitoring

A register of all community projects related to the NP will be maintained, this will contain the following detail:

- Name of the project.
- Aim of the project.
- Related NP vision, policy/objectives supported.
- Project co-ordinator (Community group/Sub-committee responsible).

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2.4 Bring together groups or working parties to improve the town/Parish environment.

Responsibility

Potton Town Council: To establish the requirement for and propose appropriate sub-committees or working groups of sub-committees to take community projects forward.

PTC NP sub-committee: To oversee projects/groups on behalf of the full council and report back to the council on progress or bring issues back to the council for resolution/agreement.

Activity

Potton Town Council will initiate and support working groups to implement the policies of the Neighbourhood Plan and thus work towards achieving the Plan's vision statements for 2016-2035.

Action Plans will be written for each of the eight areas that make up the overall Neighbourhood Plan Vision. The action plans will relate to the individual projects that are initiated to achieve the policy aims/objectives related to the vision and allow the progress to be tracked.

Monitoring

Each sub-committee will:

- Ensure appropriate project plans (based on agreed PTC standardised templates) are in place which show activities, responsibilities, budget/spending, progress.
- Oversee the projects it is responsible for and produce quarterly reports for the full council.
- Provide project updates for the annual meeting.
- Ensure minutes and documentation is publicised on the NP website as appropriate.

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2.5 Lobby CBC to support the parishioners' wishes and aspirations.

Responsibility

Potton Town Council/Clerk: To liaise with Ward Central Bedfordshire Councillors to ensure they are provided with details of the proposed projects of Potton residents

Ward CBC councillors: To oversee and ensure CBC are aware of the local projects and lobby for funding on behalf of the Town.

Activity

Potton Town Council will ensure that the Ward Central Bedfordshire Councillors are provided with details of the proposed projects of Potton residents (see 2.3 above) together with any required actions arising from the implementation of the policies of the Neighbourhood Plan.

Monitoring

The status of any communications related to funding will be logged by the project and reported as part of ordinary council proceedings as required.