

POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Thursday 10th January 2019, at the Community Centre which started at 7.00pm.

Present: Cllr John Hobbs Chairman, Cllr. Jonathan Lean, Cllr. Jonathan Price Williams, Cllr John Day, Bob Kett, Dan Norman, Andrew Inkersole and Dick Knifton.

1 Apologies for Absence

All in attendance

2 Declaration of Interest

Councillors were reminded that they should declare an interest in any matter of personal or prejudicial interest to be discussed at this meeting. Information about this requirement had been on the table.

3 To approve and sign the Minutes of the Meeting held on 18th December 2018

Minutes of the meetings held on Tuesday 18th December 2018 were approved.

4 Matters arising

Covered in the agenda items

5 Locality – NP Health Check

Matters arising from the last meeting:

1. JL reported that he has added captions to a number of pictures in the NP. These amendments will be made to the Plan. JH thanked JL for completing this task.
2. JH reported that he has contacted Tom Price (CBC) asking to the title of the existing Policy Map to be changed to Green Infrastructure and Development Map.
3. AI has produced a list of appropriate headings for the NP Policies, which were emailed to the group prior to the meeting. These headings were approved by the NPSG and used when amending the NP Policies. JH thanked AI for completing this task.
4. Following discussion it was agreed that we would not seek to create a SEA or HRA for Potton. We will make reference to the CBC SEA and CBC HRA where applicable. JH has asked Tom Price for advice.
5. JL and DN submitted revised Housing Policies to the group. These were discussed / amended at the meeting. JH thanked JL and DN for their work on this task.
6. The Basic Conditions Statement. JH produced an updated Basic Conditions Statement to the NPSG for discussion. This included the updated Housing Policies provided by JL and DN and the revised NPPF

references provided by BK. Following lengthy discussion, the amended Policies were approved and proceedings agreed to produce the final Policies and Objectives and hence the final Basic Conditions statement.

7. Updating NP – AI and JPW reported their thoughts on our options regarding our ability to make our own updates / amendments to the NP. They investigated using a version of Adobe Indesign and feel that this is not a realistic option. AI suggested that we may could convert the NP to a Word document, but this may be a lengthy process. AI and JPW agreed to continue their investigations.

Agreed actions:

The following actions were agreed to be completed by 14 January:

- JL will collate the amendments to the Housing Policies and Objectives. BK would amend the objectives for HO-3 and send it to JL.
- JH will amend all other policies and objectives.
- BK will add the CBC policy references to the Local Employment and Industries (EI) section of the Basic Conditions Statement and send to JH.
- JL and DN will add the CBC policy references to the Housing (HO) section Basic Conditions Statement and send to JH.
- JH will add the CBC policy references to the Transport (T) section of the Basic Conditions Statement.
- JD will add the CBC policy references to the Community Infrastructure (CI) and Environment (EV) sections of the Basic Conditions Statement and send to JH.
- JH will make the all of the final amendments to the Basic Conditions Statement and circulate to the NPSG by 15 January.
- JH will meet with JPW during to complete the amendments to the NP and supporting documents (between 16 – 18 January).
- JL to discuss updating the NP with Right Click prior to the Media sub-committee meeting on 15 January. He will seek to ascertain the pricing structure used by Right Click to make amendments to the NP (hourly rate?).
- JPW and AI will explore our options regarding the production of an NP that we can easily make ongoing amends to ourselves. Production of a Word version is the preferred option. AI will explore converting the NP to a Word document.
- JH will add the CBC Local Plan, CBC Sustainability Appraisal (including a Strategic Environmental Assessment – SEA), CBC Habitat Regulations Assessment (HRA) and any other relevant documents to the Supporting Documents section on our website.

6 Sustainability Assessment

We agreed to reference the CBC SEA where applicable.

**7 Date of next meeting: Thursday 21st February 2019
7pm in the Community Centre**

Future meeting dates.

Thursday 14th March 2019

Thursday 11th April 2019

Thursday 16th May 2019

Thursday 20th June 2019

These will be reviewed in the light of any referendum date etc.

8 The meeting concluded at 21.00

SignedChairman

Dated.....