

## POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Sub-group held on Tuesday 15th March 2016, at the Community Centre which started at 8.10pm.

**Present:** Councillors Mr G. Emery, Mr J. Hobbs Chairman, Mr J. Lean and Mr R. Whitfield.

**Absent:** All Present.

**Also Present:** Town Clerk.

**1 Apologies for Absence**

All Present.

**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 8.12.15.**

Minutes of the meetings held on 8th December 2015 were approved and signed as a true and accurate record.

**4 Matters arising**

None.

**5 Agree the process of election of a Chairman and Vice Chairman of the Neighbourhood Planning Sub-group**

**6 Election of a Chairman**

**Resolved** to elect Cllr Mr J Hobbs as Chairman of the Sub-group.

**7 Election of a Vice Chairman**

**Resolved** to elect Cllr Mr J Lean as Vice-Chairman of the Sub-group.

**8 Agree Terms of Reference – including meeting schedule.**

Members discussed the draft terms of reference prepared by Cllr Hobbs for the Potton Neighbourhood Planning Sub-group.

It was **resolved to recommend** the following terms of reference for the Potton Neighbourhood Planning Sub-group.

### **Potton Neighbourhood Plan**

#### **TERMS OF REFERENCE**

The primary function of this Neighbourhood Plan is to identify solutions to the key challenges that the area faces. Our ambition is to develop a shared vision for the area and our approach to the development of this Neighbourhood Plan will be consultative and inclusive.

#### **INTRODUCTION**

Potton Town Council has agreed with Central Bedfordshire Council to work together to produce a Neighbourhood Plan. In order to produce the

plan they have established a Steering Group.

### **MEMBERSHIP OF THE STEERING GROUP**

The Steering Group will consist of approximately 10 people. These individuals will be agreed / nominated by the Town Council but do not have to be members of the Town Council.

The Steering Group may form sub-committees to undertake various work streams involved in producing the Neighbourhood Development Plan.

The Steering Group will be supported by appropriate Officers from Central Bedfordshire.

### **ROLES AND RESPONSIBILITIES OF THE STEERING GROUP**

#### **The Local People on the Steering Group will;**

- Report to and liaise with the Town Council, keeping them apprised of the progress of the plan and ensuring that they continually represent their views and concerns.
- Liaise in consultation with the Town Council, with their community, promoting the plan, answering concerns and questions and contributing to any public consultation events.
- Work with the local authority to develop policies to inform the future development and use of land in the area.
- Identify and define the development boundaries applicable to the plan.
- Work together to draw up the Neighbourhood Plan and any revisions because of the on-going consultation process.
- Support the Town Council through the examination process.

#### **The Central Bedfordshire Council Representatives on the Steering Group will;**

- Support the Steering Group throughout the process, providing professional planning advice and any relevant evidence to aid the development of the plan, ensuring that the Plan conforms to national and local policy and will be sound at examination and advising the Steering Group as necessary.
- Provide and carry out training to ensure all parties are equipped to make the relevant decisions around the plan making process.
- Work with the Steering Group and the local community to establish the future development needs of the area.
- Work with the Steering Group to develop policies to guide the future development and use of land in the area.
- Work with the Steering Group to ensure there is engagement and consultation with the local communities throughout the plan

making process.

- Ensure that any other relevant statutory bodies or parties as necessary are involved in the plan making process.
- Arrange for the referendum of the plan.
- Arrange with agreement from the Group for the Examination of the Plan to be carried out.

**All Members of the Steering Group will;**

Ensure that the probity of the group and the plan is open and transparent; all Members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

Ensure that there is no discrimination in the plan making process and that it is an inclusive open and transparent process to all groups in both the local communities and those wishing to undertake development or be involved in the process in both settlements.

Members of the Group will work together for the benefit of our community. Treat other Members of the Group with respect and dignity, allowing Members to air their views without prejudice and interruption.

**GENERAL MATTERS**

The Terms of reference will be continually reviewed during the life of the project.

The Steering Group will regularly report its findings and progress to the Town Council including the on-going budgetary implications associated with the project. Any allocation of funds to the project will have to be approved by the Steering Group, all baring the cost of the initial meeting.

The agenda at the first meeting of the Steering Group will;

1. Agree the process of election of a Chairman and Vice Chairman of the steering group.
2. Agree Terms of Reference
3. The need for project planning
4. Role of the Local Authority: officer support; mapping.
5. Information sources: Planning Advisory Service (website content and front runner information); Princes foundation; others?
6. The requirement for a sustainability appraisal
7. Determine how the minutes of each meeting are to be taken and disseminated.
8. Determine the frequency, time and location of meetings and the person responsible for setting them up.
9. Determine any training needs for the Group.

## 9 Report from NP Workshop

The Chairman advised that he, Cllrs Lean and Emery attended the workshop.

Jemma McLean from the Bedfordshire Rural Communities Charity and Sally Chapman from the Central Bedfordshire Council had both given a presentation and answered questions at the workshop.

Jemma and Sally are both willing to give support.

## 10 NP Action Plan – draft plan agreed and first steps actioned

Members discussed about how to attract more people to join the sub-group.

Members discussed about attending the Potton May Day Fete at the Hollow.

Members discussed about producing an article for the next Potton newsletter. Copy date for the newsletter is the 4<sup>th</sup> April 2016 and delivery is scheduled for Spring Bank Holiday week.

It was **resolved** that an article is produced for inclusion in the next newsletter.

Members discussed about information for the town council website.

It was **resolved** that information when ready is put on the town council website.

The Chairman advised he had spoken to the Potton Federated Headteacher with regard to school involvement. Members discussed about meeting with the school council as it is important to engage with the children.

It was **resolved** that the Chairman arranges for a meeting with the school council.

Members discussed about attending the following events which are taking place in Potton:

- Potton May Day Fete at the Hollow
- The June Seasonal Market
- Party on Potton
- Potton Show

It was **resolved** that the sub group plan to attend the four events listed above.

Members discussed about people joining the steering group and having community involvement.

The Chairman went through and passed round a copy of Tattenhall Neighbourhood Plan, vision and objectives leaflet.

The sub-group discussed about the need to sort out structure and

headings for the Neighbourhood Plan and the headings in the Tattenhall Neighbourhood Plan could be used.

Members discussed about holding events to meet with interested parties. A lunchtime session and evening session on the same day was suggested. Members discussed about when was the best time to have the events.

It was **resolved** to book the Community Centre on Monday 27<sup>th</sup> June 2016 to have an event at 12.30pm and again at 7.30pm

It was suggested to contact various individuals to attend the event.

It was **resolved** that Cllr Hobbs contacts Jemma McLean from the Bedfordshire Rural Communities Charity and Sally Chapman from the Central Bedfordshire Council to see if they are able to attend one or both events.

Members discussed about producing a leaflet to give out and asking Ian Russell to produce the leaflet, with the monies taken from the Neighbourhood Plan budget.

It was **resolved** that Cllr Hobbs contacts Ian Russell about producing a leaflet and to obtain a cost to produce 1,000 leaflets.

Members discussed about writing an article to include in the Biggleswade Chronicle and the article being included in the paper just before the Newsletter is delivered.

Members asked Cllr Whitfield whether he had any influence on articles being included in the Biggleswade Chronicle.

Cllr Whitfield advised that he had no influence on what articles are included in the Biggleswade Chronicle.

It was **resolved** that Cllr Emery writes an article to send to the Biggleswade Chronicle in May 2016.

Members discussed about people walking around the parish boundary.

It was **resolved (i)** that the Town Clerk provides information from when the town council previously discussed about a Beating of the Bounds around Potton. **(ii)** that a Beating of the Bounds around Potton is included on the next Potton Neighbourhood Planning Sub-group agenda.

Member discussed about producing laminated A1 or A0 size plans of the Neighbourhood Plan area and Local Development Framework map 43 of Potton.

Mr Day advised he knew someone who could laminate plans up to A1 or A0 size.

It was **resolved (i)** that Cllr Hobbs emails the Neighbourhood Plan area and Local Development Framework map 43 of Potton to Mr Day. **(ii)** that

Mr Day obtains a price to laminate two of each of the above plans at a size of A1 or A0.

**11 To consider date of the next meeting**

The next meeting of the Potton Neighbourhood Planning Sub-group was arranged for Tuesday 19<sup>th</sup> April 2016 at 7pm.

There being no further business, the meeting closed at 9.10pm

Signed .....Chairman

Dated.....