

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Sub-group held on Tuesday 24th January 2017, at the Community Centre which started at 7.00pm.

Present: Cllr J. Hobbs Chairman, Cllr J. Lean Vice Chairman, John Day, Bob Kett, Andrew Inkersole, Brendan Moore, Dan Norman, Alice Ream, Dick Knifton and Jonathan Price Williams.

1 Apologies for Absence and welcome to new steering group members

Cllr Rex Whitfield, Gino Geraci.

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 22nd November 2016

Minutes of the meetings held on 22nd November 2016 were approved and signed as a true and accurate record.

4 Matters arising

The Chairman advised that draft policies for most of the areas had been received.

BRCC will be carrying out the questionnaire on behalf of the NP steering group. Jonathan Lean will be overseeing this process which will begin by selecting the questions to be included in the survey

5 Objectives

The NP objectives were ratified by the steering group.

6 NP Policies

Following discussion it was agreed that the draft policies received to date would be used to formulate questions for the NP survey. Members were asked to forward any outstanding draft NP Policies to Jonathan Lean so that they can be used to formulate the NP Survey questionnaire.

This will enable Potton residents to support / reject these policies and to give their opinion on the possible actions to meet the NP objectives.

7 Town Centre Benchmarking Survey

The chairman informed the steering group that a company called People and Places have been commissioned to carry out a Town Centre Benchmarking Survey on behalf of Potton Town Council. This survey will provide useful information for both the baseline data in the scoping report and also in developing NP policies. The KPI's for the survey are:

KEY PERFORMANCE INDICATOR	DATA COLLECTION METHODOLOGY
KPI: Total number of commercial units	Visual Survey of all ground floor businesses
KPI: Retail by Comparison/Convenience	Visual Survey of all ground floor businesses
KPI: Key attractors / multiple trader representation	Visual Survey of all ground floor businesses
KPI: Number of vacant units	Visual Survey of all ground floor businesses
KPI: Number of markets / traders	Visual Survey
KPI: Footfall	Footfall Survey on Busy and Quiet Day in up to 4 locations
KPI: Car Parking Availability and Usage	Audit on a Busy and Quiet Day for all on street and off street parking in the town centre
KPI: Business Confidence Survey	Postal Survey/ Hand Delivered/ Emailed survey to all businesses in the retail audit. Distribution at relevant local meetings
KPI: Town Centre Users Survey	Online survey. Paper Based copies distributed in key locations such as cafes and library
KPI: Shoppers Origin	Shoppers Origin Postcode Survey attached to the Business Confidence Survey

Following discussion with People and Places it was suggested that this survey should be slightly amended to meet the needs of the Neighbourhood Plan. Jonathan Price Williams agreed to coordinate this activity.

Since the meeting we have received grant funding from Locality for this Town Centre Benchmarking Survey.

8 Green Infrastructure Plan

The chairman reported that the Environment Team (John Day, Bob Kett and Alice Ream) had made good progress on the Potton GI Review and were working with BRCC to complete this task. John Day will liaise with BRCC to secure the relevant GI maps required.

The next step is to liaise with BRCC to run a GI workshop for consultation with the residents of Potton Parish. Andrew Inkersole has agreed to a coordination role working with the Environment Team and BRCC. The first workshop will be run on 2nd March 2017.

Since the meeting we have received grant funding from Locality for the production of this revised Potton Green Infrastructure Plan.

9 NP Survey questionnaire

Jonathan Lean has agreed to coordinate the NP survey, working closely with BRCC who will administer the questionnaire and analyse the results. Members are asked to draft questions using their draft policies and the relevant NP Objectives, sending them to Jonathan Lean by 3rd February 2017. Jonathan Lean will then produce a draft questionnaire which will be circulated for comment prior to our working on the final questionnaire and online survey with BRCC. Since the meeting we have received grant funding from Locality for the printing of the questionnaires.

10 Date of the Next Meeting

28th February 2017 at 7pm in the Community Centre.

There being no further business, the meeting closed at 8.15pm.

SignedChairman

Dated.....