

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Thursday 25th January 2018, at the Community Centre at 7.00pm.

Present: Cllr J. Hobbs Chairman, Cllr J. Lean Vice Chairman, Jonathan Price Williams, Andrew Inkersole, Dan Norman, Bob Kett, John Day, Adam Zerny.

1 Apologies for Absence

Geoff Emery, Alice Ream, Dick Knifton

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 14th December 2017

Minutes of the meetings held on Thursday 14th December 2017 were approved and signed as a true and accurate record.

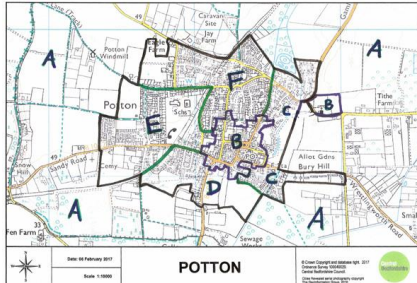
4 Matters arising

1. Adam Zerny attended the meeting and explained the issues around applications of projects for S106 funding. He suggested that we should ensure that any project put forward should have a fully costed business plan and be able to implement quickly once S106 funding has been awarded. We should pass these projects to Adam who will ensure that they are passed to the right department.
2. JH has placed the NP Policy Statement on website

5 NP Design Statement and Character Assessment - JL

Character Assessment

JL presented the map of the six zones designated for the Character Assessment:



The main geographical areas are as follows:

Zone A – Area outside the settlement area within the NP area. Principally rural and agricultural.

Zone B – Conservation area.

Zone C – Hilly area focused on the Church and brook – views to the Greensand Ridge to the East

Zone D – Mixed residential south of town, leisure area.

Zone E – Family and affordable housing, safe walking distance to schools, views to Greensand Ridge West

Zone F – Late 20th Century housing, views to Greensand Ridge North.

JL requested that steering group members elect a zone and then carry out the character assessment using the proforma provided. Photos to support / illustrate important / relevant characteristics to be included. JL presented the completed assessment for Zone F and AI presented a draft Character Assessment Report for consideration. JH thanked JL and AI for their work on developing the Character Assessment.

The following allocations were agreed:

Zone A JD and JL

Zone B JL

Zone C JPW and DK

Zone D DN and JH (and BM?)

Zone E BK and AR

Zone F JL and AI and JH

Character Assessments to be completed by 11th February and sent to JL.

AI volunteered to collate the information collected on the character assessment proforma / photos into Potton Character Assessment report. This will be presented for adoption at the next steering group meeting.

Design Statement

DN presented a Design Statement which was adopted by the steering group. JH thanked DN .

6 Neighbourhood Plan Site Assessment Report

JH informed the group that none of the sites from 'Call for Sites' stage 2 had been included in the draft Local Plan. However a new site (potentially 12 properties) on Sandy Road, adjacent to site C, has been included.



Furthermore, the application for development on Biggleswade Road West (84 properties) has been approved on appeal and this will also open access to site B (90 properties). This has necessitated a review of the Site Assessment.

It was agreed to support site HAS43 (Local Plan) and to withdraw support for sites 14 and 15 off Everton Road.

JH will ask Tom Price, CBC to amend the Site Assessment map.

JH to amend the Site Assessment document. The revised Site Assessment will then be circulated to steering group members and JH asked members to add to comments on sites where appropriate.

7 Green Infrastructure Plan

BRCC provided a draft Local Green Space (LGS) assessment and BK and JD have reviewed this and JH circulated this update to the steering group. BK explained the definition of a LGS and provided a map of the ten sites identified in the assessment. JL identified that the disused Sand & Gravel Pit had been omitted on the map and BK will inform BRCC.

BK said that he would complete the amendments to the LGS Assessment and send them to BRCC.

8 Potton Green Wheel update

JH reported that the Potton Green Wheel Development Group met on 16th January – minutes to be circulated with the minutes.

JH, AI and BK met with Gamlingay NP group to explore green wheel links. They are keen to develop a commuter cycleway from Gamlingay to Sandy Railway Station via Everton and to Potton along Potton Road / Gamlingay Road. The latter is included for consideration in the PGW development group draft plan.

9 NP Action Planner

Next steps are to complete the Site Assessment, Design Statement and Character Assessment in order to produce a draft Neighbourhood plan ready for the 6 week consultation period. JW to get a quote from Right-Click to design and produce the draft plan.

JH explained that the Potton NP action plan needs to be updated in order to make our final funding bid to Locality. Possible items to be included in the bid are:

- Design and production of draft NP
- Posters for the A-Frame
- Banner
- Popup banner
- Fliers.
- LGS Assessment (BRCC)

JH and JW to complete and submit the Locality bid

JH to circulate the updated Project Planner

10 Date of next meeting:

Thursday 1st March 2018 at 7pm in the Community Centre

Future meetings:

Thursday 29th March 2018 at 7pm in the Community Centre

Thursday 3rd May 2018 at 7pm in the Community Centre

Thursday 7th June 2018 at 7pm in the Community Centre

Thursday 5th July 2018 at 7pm in the Community Centre

There being no further business, the meeting closed at 9.20pm.

SignedChairman

Dated.....