

## POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Thursday 11<sup>th</sup> October 2018, at the Community Centre which started at 7.00pm.

**Present:** Cllr John Hobbs Chairman, Cllr. Jonathan Price Williams, Bob Kett, Dan Norman and Dick Knifton

### **1 Apologies for Absence**

Cllr. Geoff Emery, Cllr Jonathan Lean, Andrew Inkersole, John Day

### **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 6<sup>th</sup> September 2018**

Minutes of the meetings held on Thursday 6<sup>th</sup> September 2018 were approved.

### **4 Matters arising**

No matters arising

### **5 Final Neighbourhood Plan**

JH reported that the amendments to the Neighbourhood Plan have been made by Right Click. JPW has also amended the Annexes and these have been posted on Google Drive. JH thanked JPW for updating the Annexes.

### **6 Next steps**

JH reported that he had contacted Tom Price (CBC) regarding the submission of the Potton NP for Regulation 16 Consultation. His response was:

At this point you will hand the document over to CBC to carry on the process, we will hold the Regulation 16 consultation and any representations made go to the Inspector for him to read alongside his assessment of the NP. He will decide if he wants to hold hearing sessions or just requires written submissions.

As per the CBC guidance on our website, you will submit the following to us:

- The Neighbourhood Plan ✓
- Any supporting documentation and evidence ✓
- A map or statement setting out the area that it covers (designation map is fine) ✓ (will provide a separate statement)
- Consultation Statement – will review Annex C
- Basic Conditions Statement

The NPSG discussed the above and concluded that we have most of the required documents but need to produce a Basic Conditions Statement. JH tabled the Basic Conditions Statement for Wing and Aberford for us to use as a template. Both statements included tables to summarise how each policy conforms to the NPPF and the sustainability attributes of each policy.

JH produced tables for the Potton NP policies and the NPSG identified where they complied with the NPPF (attached).

The NPSG also identified the sustainability attributes of each policy (attached)

JH agreed to complete the Basic Conditions Statement using the template provided by JPW. This will then be sent to the NPSG for comment.

JH also agreed to review Annex C using the Consultation statements for Wing and Aberford for guidance. This will then be sent to NPSG for comment.

JPW agreed to produce a checklist for planning applications, to test adherence to the Potton Neighbourhood Plan.

**7 Date of next meeting: Thursday 8<sup>th</sup> November 2018  
7pm in the Community Centre**

Signed .....Chairman

Dated.....