

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Thursday 1st March 2018, at the Community Centre at 6.30pm.

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

1 Apologies for Absence

Cllr J Lean

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 25th January 2018

Minutes of the meetings held on Thursday 25th January 2018 were approved and signed as a true and accurate record.

4 Matters arising

1. The Locality bid has been successfully completed and we have now received our full allocation of £9000 to support our Neighbourhood plan
2. The updated Project Planner has been circulated to the steering group.

5 NP Design Statement and Character Assessment

Design Statement

DN had previously circulated version 3 of the NP Design Statement for comment. JD provided a comprehensive document with regards to environmental factors to be considered in the Design Statement and this will be used as a supporting document.

Following discussion it was unanimously agreed to adopt the Design Statement presented by DN.

JH thanked DN for his hard work in producing an excellent Design Statement and also thanked JD for the production of the supporting document addressing environmental factors to be considered within the Design Statement.

JH will send the Design Statement to Siobhan Vincent, CBC for comment.

Character Assessment

JH presented the Character Assessment on behalf of JL and thanked JL and all those who contributed to the production of an excellent document. JH tabled a few suggestions for additional photos and minor corrections. JPW agreed to update the Character Assessment in time for our meeting with Right Click on 6th March.

Following discussion it was unanimously agreed to adopt the amended Character Statement presented by JL.

JH will send the Character Assessment to Siobhan Vincent, CBC for comment.

6 Neighbourhood Plan Site Assessment Report

JH presented the updated Site Assessment Report to the group. Following discussion it was unanimously agreed to adopt the Site Assessment Report presented by JH. JH will send the Site Assessment Report to Siobhan Vincent, CBC for comment.

7 Green Infrastructure Plan / LGS Assessment - BK

BK presented the new Green Infrastructure Plan (GI Plan) that had been produced by BRCC on behalf of the NP steering group. BK was thanked for his hard work in coordinating this project together with AI and JD who contributed to the development of an excellent document.

BK explained that the Local Green Space (LGS) Assessment had been incorporated into the GI Plan and that the plan will be finalized once it has been endorsed by CBC.

BK also explained that the GI Plan incorporates much of the Environmental section of the Neighbourhood Plan and hence should feature prominently in the final document.

BK also explained that BRCC had suggested that we write to the landowners of sites designated as LGS as a matter of courtesy to explain what this means. JH said that he would ask Cliff Andrews at BRCC if he has a sample letter that we could adapt. JH also said that he would ask JW, Clerk to PTC, to identify the landowners and send the letters once formulated.

Following discussion it was unanimously agreed to adopt the Green Infrastructure Plan and LGS Assessment presented by BK.

8 Neighbourhood Plan design schedule - JPW

JH reported that PTC had commissioned Right Click to design and produce the draft Neighbourhood Plan. JPW and JH are meeting Right Click on Tuesday 6th March to discuss this and to produce a timeframe for production of the Plan. JPW has recommended that the Neighbourhood Plan is a concise document supported by supporting documents in an appendices. This will make it easier to highlight the vision and policies of the Plan and make it easier to comprehend / navigate and thus encourage residents to read and buy into the vision.

Right Click will produce a 16 page (32 sides) document (plus 2 pages for the front/back cover).

JH suggested that we ask Right Click to prepare the leaflet which will be incorporated into the PTC Newsletter that they also produce.

9 NP 6 week Consultation

It is hoped that the draft Neighbourhood Plan will be completed by the end of March, enabling us to begin the 6-week stakeholder consultation in April. We will be in a position to set dates for the consultation once we have set the timeframe with Right Click.

Following discussion, the following activities were suggested to advertise the 6-week consultation:

- Banner across the library
- Posters in the two A-Frames
- Pop-up banners
- Flyers (produced in liaison with Right Click)
- Advertorial – Comet. BK will make contact with The Comet.
- Biggles FM – ask JL for advice.
- PTC Newsletter – to include a cut-out consultation form.
- Social Media – Facebook / Twitter

We will also have a stall at the Pottton May Day Fete to promote feedback on the draft NP.

Copies of the draft NP will be available electronically from the NP website and PTC website (a link to the NP website page). Printed copies of the NP will also be made available in key locations throughout the town. The following locations were suggested:

- Library
- PTC Office
- Pubs / The Coach
- Doctors surgery
- Dentist
- The Boundary Café
- Pottton United clubhouse
- St Mary's Hall
- Mill Lane Pavilion
- Pottton & District Club and Institute

Leaflets (comment sheets) could also be located in these locations, with designated collection points – Cameron's, the library, PTC Office and the Post Office have been used in the past.

The 6-week consultation requires us to receive comments / feedback from stakeholders and AI suggested a web-based system that can be linked to our NP website. AI demonstrated a simple but effective system of collecting comments, which will automatically be captured on a spreadsheet where we can add our responses.

It was agreed that AI would develop this system and the funding (approximately £40) would be made available.

JH thanked AI for producing this excellent system of collecting stakeholder feedback.

The steering group meeting on 29th March will be devoted to planning the 6-week consultation exercise.

10 Date of next meeting:

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

Future meetings:

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 7.45pm.

SignedChairman

Dated.....