

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Sub-group held on Tuesday 28th February 2017, at the Community Centre which started at 7.00pm.

Present: Cllr J. Hobbs Chairman, Cllr J. Lean Vice Chairman, Bob Kett, Andrew Inkersole, Dick Knifton and Jonathan Price Williams.

1 Apologies for Absence

Gino Geraci, Brendan Moore, Dan Norman, Alice Ream

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 24th January 2017

Minutes of the meetings held on 24th January 2017 were approved and signed as a true and accurate record.

4 Matters arising

Jonathan Lean (JL) was able to complete the draft questionnaire for the NP Survey

5 Town Centre Benchmarking Survey

Jonathan Price Williams (JPW) gave feedback on progress with the Town Centre Benchmarking Survey. Provided that the roadworks on Gamlingay Road have been completed, the survey will take place week beginning 20th March 2017.

We are waiting for the link to the SurveyMonkey site in order to complete the letter being sent to all businesses involved in the survey. This is a priority action as we need to send the letters out this week if possible. We have been offered the opportunity to shadow those carrying out the survey so that we can assess the process and decide whether to carry out the survey ourselves in 2018. John Hobbs (JH) agreed to bring this matter up at the next town council meeting and to seek volunteers. People and Places will run a training workshop if we wish (£300).

The Chairman thanked Jonathan Price Williams for the work that he has done in organizing the survey.

6 Car Parking Survey

Using the Town Centre Benchmarking Survey methods, Andrew Inkersole (AI) carried out a car parking survey on 'quiet day' – Monday, and a 'busy day' – Friday. Monday and Friday will be the days surveyed in the Benchmarking survey. Unlike the Benchmarking survey that only records car parking spaces available on one visit between 12 and 2pm, Andrew's survey recorded 7 periods between 9am and 9pm on both days. The

results follow.

Potton Car Parking survey

Quiet Day - Monday 30th January 2017

Weather dull with drizzle

	Total Capacity	Spaces available						
		09:00	11:00	13:00	15:00	17:00	19:00	21:00
Brook End car park	29	8	3	10	9	7	19	18
Market Sq	41	8	13	24	29	22	27	15
Market Sq - Disabled	2	2	2	2	2	1	2	2
Tesco car park	15	7	8	7	5	5	4	9
Tesco car park - Disabled	2	1	1	2	1	2	2	2
Horslow St (part)	22	4	6	6	8	9	0	1
Chapel St	15	7	4	3	2	1	0	0
Bull St	12	2	0	1	3	1	0	0
Brook End	21	2	3	9	7	5	3	4
Royston St	8	2	4	0	0	0	0	0
King St (part)	9	3	4	4	3	1	1	1
Total	176	46	48	68	69	54	58	52

Busy Day - Friday 10th February 2017

Weather dull with occasional sleet

	Total Capacity	Spaces available						
		09:00	11:00	13:00	15:30	17:00	19:00	21:00
Brook End car park	29	5	3	5	4	6	9	5
Market Sq	41	2	11	7	3	10	6	18
Market Sq - Disabled	2	2	1	1	1	0	0	1
Tesco car park	15	5	7	7	1	2	4	8
Tesco car park - Disabled	2	1	0	2	2	2	2	2
Horslow St (part)	22	8	4	7	11	2	1	1
Chapel St	15	1	1	0	0	0	0	1
Bull St	12	0	1	2	2	0	0	0
Brook End	21	5	3	5	4	7	4	2
Royston St	8	3	0	1	0	1	0	0
King St (part)	9	0	1	2	2	0	1	1
Total	176	32	32	39	30	30	27	39

Following discussion on the use of the Car Park it was suggested that there is a lack of adequate signage to the Car Park in the Market Square and so anyone unfamiliar with the town will either not be aware of the carpark or have to leave the Market Square, travel along Sun Street, Royston Street and Brook End to get to the Car Park. The steering group recommend that the entrance to Brook End be enabled from the Market Square (ie reverse the one-way restriction) and thus make direct access to the Car Park from the Market Square. Signs can then be located at the entrance to Brook End.

The Chairman thanked Andrew Inkersole for the work that he has done in carrying out this car parking survey.

7 Green Infrastructure Plan

Bob Kett gave an update on the review of the Potton GI Plan (2010).

Following the resolution of confusion between the NP team and BRCC, work on the production of an updated GI Plan is well underway. A GI Plan workshop, run by BRCC, is on Thursday 2nd March from 7.30pm to 9.30pm. This workshop aims to gain views and priorities of Potton residents regarding our green infrastructure and to designate Local Green Spaces that are to be protected from development. BRCC will also attend the Seasonal Market on 18th March 2017.

The GI Plan team asked for an update on the Potton to Sandy Cycleway and John Hobbs agreed to ask Andy Gibb.

The Chairman thanked the Environment Team (John Day, Bob Kett, Alison Ream and Andrew Inkersole) for the work that they have done to date.

8 NP Survey questionnaire

JL gave an update on progress and circulated the final draft of the questionnaire for comment. Jemma McLean (BRCC) has reviewed the first draft and her comments have been incorporated. Following the GI Plan workshop, there may be some amendments to the Environment questions.

JL has contacted Jemma McLean to arrange a meeting to finalise the questionnaire and instruct BRCC to begin work on carrying out the NP Survey.

JH suggested that the questionnaire should record the postcode of those completing it. On a sample online NP survey, a postcode was required in order to access the questionnaire. A front cover needs to be designed and JL will lead on this.

Distribution of the questionnaire was discussed. The option of delivery with the April Potton Town Council Newsletter is an option, but the delivery period is over 11 days and this was thought to be too long. Alternatives are either paying for delivery via the postal service (like they deliver leaflets etc) or by a team of volunteers. JPW agreed to find out the charge for the Post Office delivery. John Hobbs agreed to adapt the PTC delivery list if we decide to deliver ourselves.

It was suggested that the survey run from 7th April to 21st April. We would then allow a week for late submissions. JL will ask BRCC how long they need to produce the survey report.

We discussed the possibility of collection points for the survey as an alternative to freepost and the suggestions were:

- Council Office
- Library
- Cameron's

AI raised the issue of security and said that we'd need ballot boxes. JH to ask JW if this is possible.

We need to devise an advertising strategy for the survey and suggestions were:

- Potton Town Council Newsletter
- The Villager

- Potton column of the Biggleswade Chronicle
- Social Media
- PTC and NP websites

It was also agreed that we should have additional copies of the survey available, possibly in the Library, Council Office and Cameron's (if they agree). Links to the SurveyMonkey online questionnaire will also be advertised and links placed on social media and both websites.

The Chairman thanked Jonathan Lean for the work that he has done in producing the NP Survey Questionnaire.

10 Date of the Next Meeting

Monday 20th March 2017 at 7pm in the Community Centre.

There being no further business, the meeting closed at 8.30pm.

SignedChairman

Dated.....