

POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Tuesday 7 May 2019, at the Community Centre which started at 7.00pm.

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

1 Apologies for Absence

Andrew Inkersole, Cllr John Day and 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 10th January 2019

Minutes of the meetings held on Tuesday 10th January 2019 were approved.

4 Matters arising

- JL collated the amendments to the Housing Policies and Objectives. BK amended the objectives for HO-3 and sent it to JL.
- JH amended all other policies and objectives.
- BK added the CBC policy references to the Local Employment and Industries (EI) section of the Basic Conditions Statement and sent to JH.
- JL and DN added the CBC policy references to the Housing (HO) section Basic Conditions Statement and sent to JH.
- JH added the CBC policy references to the Transport (T) section of the Basic Conditions Statement.
- JD added the CBC policy references to the Community Infrastructure (CI) and Environment (EV) sections of the Basic Conditions Statement and sent to JH.
- JH made the all of the final amendments to the Basic Conditions Statement and circulated to the NPSG.
- JH met with JPW to complete the amendments to the NP and supporting documents.
- JL did not discuss updating the NP with Right Click prior to the Media sub-committee meeting on 15 January. JH engaged Philip O'Dell to amend the NP.
- JPW and AI explored our options regarding the production of an NP that we can easily make ongoing amends to ourselves. Production of a Word version is the preferred option. AI will explore converting the NP to a Word document. No easy option identified.
- JH added the CBC Local Plan, CBC Sustainability Appraisal (including a Strategic Environmental Assessment – SEA), CBC Habitat Regulations Assessment (HRA) and any other relevant documents to the Supporting Documents section on our website.
- The NP was sent to CBC.
- Regulation 16 Consultation ran from 14 February 2019 to 29 March 2019.
- Andrew Ashcroft has been appointed as our NP Independent Examiner

5 Independent Examiner Roadmap

JH circulated the Independent Examiner Roadmap for information.

6 Independent Examiner Clarification note

The clarification notes were discussed, and a response agreed. JPW agreed to compose our response to the Clarification Notes for ratification by the PNPSG prior to the PTC meeting on 16 May.

JH will table the responses to the Clarification Notes at the meeting of PTC on 16 May. PTC will then send their response to the CBC.

7 Regulation 16 Consultation responses

JH circulated the consultation responses received by CBC during the Reg 16 process. PTC/PNPSG responses were incorporated in the response to the Clarification Notes.

8 Date of next meeting:

To be agreed, following receipt of the Independent Examiner report.

Scheduled meeting: Tuesday 20th June 2019 at 7pm in the Community Centre

The meeting concluded at 9.00pm.

Signed Chairman

Dated.....