

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Monday 20th March 2017, at the Community Centre which started at 7.00pm.

Present: Cllr J. Hobbs Chairman, Cllr J. Lean Vice Chairman, Andrew Inkersole, Jonathan Price Williams, Dick Knifton, Dan Norman and Alice Ream.

1 Apologies for Absence

Bob Kett, Rex Whitfield, Brendan Moore, John Day, Geoff Emery

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 2017

Minutes of the meetings held on Tuesday 28th February 2017 were approved and signed as a true and accurate record.

4 Matters arising

1. John Hobbs invited Potton Town Councilors to shadow the Town Centre Benchmarking activity on Monday 20th March 2017.
2. The Potton to Sandy Cycleway is making progress.
3. The PTC delivery list has been adapted and was presented to the meeting.
4. BRCC said that the survey report will be completed within a month of the questionnaire submission date.

5 Town Centre Benchmarking Survey

Jonathan Price Williams (JPW) produced posters for use at the recent Four Seasons Market.

We have received some negative comments on 'We Love Potton' regarding the Town Centre User Survey, complaining that some of the questions are not relevant to Potton. JPW and JH have put responses onto 'We Love Potton' reiterating that it is a national survey and thus the questions had to be generic and so the free text boxes should be used to record issues / comments relevant to Potton. To date there have been 189 responses to this survey. The survey will run until 1st April 2017. The Town Centre Benchmarking exercise began on 20th March with the classification of all businesses in the survey area. This was shadowed by JPW, JH and Alan Leggatt from Potton Town Council.

The Business Confidence Survey has been sent to 53 businesses. Businesses who have not completed this online survey will be visited on 23rd March. The Town Centre Footfall Survey will take place w/b 3rd April.

6 Green Infrastructure Plan

The first GI Plan workshop was held on Thursday 2nd March as planned and approximately 40 people attended. This was a very successful event and BRCC were able to collect a lot of positive feedback / suggestions / comments to feed into the revised GI Plan. BRCC and members of the steering group will display the workshop findings at the Four Seasons Market on 18th March where they will seek further consultation. A second workshop to conclude the GI Plan consultation has been scheduled for Wednesday 26th April at the Pavilion, Mill Lane. This has been advertised on the 'We Love Potton' Facebook site. It is expected that the completed revised GI Plan will be produced shortly afterwards.

Since this meeting, JH has purchased two A-Frames and A1 posters to advertise the workshop in the Market Square.

7 NP Survey – questionnaire

JL and JH met with Jemma McLean (JM) -BRCC to discuss the timeline for completion of the NP Survey. JM suggested some final amendments to the questionnaire and following discussion it was decided that BRCC would design the front / back cover for £200 and then produce the questionnaire in an A4 booklet format with an attached Freepost envelop. JL asked that any Potton Photos that the steering group have should be sent to him by 25th March. BRCC will also produce an online version of the questionnaire. As an incentive to complete the questionnaire it was decided to offer a prize draw with a £20 voucher to spend in a local shop (Elephant and Feather was chosen).

The following timeline was agreed:

Delivery of the questionnaire - between 21st and 24th April 2017

Deadline for completion of questionnaire - 19th May 2017

Production of survey report by BRCC - est. 16th June 2017

It was decided to use the May Day Fete to promote the NP Survey and encourage residents to complete the questionnaire. It was agreed that JH would purchase a roller banner for the NP stand at the May Day Fete.

The NP survey questionnaire will also be promoted / advertised via:

- 'We Love Potton'
- Adam Zerny's newsletter
- PTC Newsletter
- Advertorial in the Comet
- Posters
- Banner in the Market Square

8 NP Survey delivery routes

It was agreed that members of the steering group would deliver the questionnaires using the 15 zones used by PTC (see appendix A).

The allocated routes are as follows:

Alice Ream – Route 1

Danny Norman – Routes 3 and 6

Andrew Inkersole – Routes 4 and 11

Dick Knifton – Routes 5 and 13

JPW – Routes 8 and 12

John Hobbs – Routes 9 and 10

JL – Routes 14 and 15

This leaves routes 2 and 7 still to be allocated by those members of the steering group who were unable to be at the meeting.

**9 Date of next meeting: Tuesday 25th April 2017
7pm in the Community Centre**

There being no further business, the meeting closed at 8.20pm.

SignedChairman

Dated.....

Route 1 Alice R		Route 2 Bob K		Route 3 Dan N		Route 4 Andrew I	
Newtown	88	Sandy Rd	61	Bellevue Close	16	Barnwell Rise	3
Festival Rd	54	Nursery C.	27	Mayston Close	6	Bury Hill	38
Old Bedford Rd	8	Langley G.	27	Sutton Mill Rd	40	Sheepwalk Close	33
		Ibbett Lane	43	Paddocks Chase	10	Stewart Croft	14
		Boxall Close	2	The Paddocks	76	Sutton Rd	14
						Wrestlingworth Rd	7
						Yew Tree Close	18
Total	150	Total	160	Total	148	Total	127
Route 5 Dick K		Route 6 Dan N		Route 7 Geoff E		Route 8 Jonathan PW	
Baker Ave	22	Bull Street	19	Everton Rd	131	Biggleswade Rd	52
Station Crt	4	Burdetts Close	8	Woodland Close	5	Blackbird Street	22
Station Rd	33	Catherine's Close	12	Larkins Close	13	Oak Crescent	44
Sycamore Close	13	Cave's Crt	8			The Ridgeway	36
Willow Crt	4	Chapel Street	25				
Willow Rd	70	Chapel Yard	1				
		Chapman Close	44				
		Orchard Close	5				
Total	146	Total	122	Total	149	Total	154
Route 9 John H		Route 10 John H		Route 11 Andrew I		Route 12 Jonathan PW	
Carters Lane	15	Brook End	24	Downside Gardens	45	Braybrooks	37
Meeting Lane	5	Brookfields	13	Hawthorn Close	9	Diamond Crt	5
Sheffield Close	58	King Street	74	Myers Rd	33	Horne Lane	17
Spencer Close	68	Market Square	38	Wingfield Drive	64	Royston Crt	20
						Royston St	29
						Sun Street	41
Total	146	Total	149	Total	151	Total	149
Route 13 Dick K		Route 14 Jonathan L		Route 15 Johnathan L		Postal	
Aldgate Close	30	Astwood Close	24	Beech Crt	6	Deepdale	13
Church Causeway	4	Byards Green	44	Horslow Street	80	Everton Rd, The Heath	1
Gamlingay Rd	19	Gardens Field	21	Mill Lane	34	The Baulk	6
Hatley Rd	14	Jacobs Close	30	West End Lane	12	Common Road	14
Judith Gardens	43	Jennings Close	13	Munkman Close	8		
Manor Gdns	5	Torrington Close	8				
Manor Way	16						
The Manor	11						
Total	142	Total	140	Total	140	Total	34