

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Sub-group held on Tuesday 24th May 2016, at the Community Centre which started at 7.00pm.

Present: Cllr G. Emery, Cllr J. Hobbs Chairman, Cllr J. Lean, Cllr R. Whitfield,

Absent: Mr J Day.

Also Present: Mr D Norman, Mr B Moore, Ms M Gale

1 Election of a Chairman

Resolved to elect Cllr Mr J Hobbs as Chairman of the Sub-group.

2 Apologies for Absence

Mr P Hamilton. The following were welcomed to the steering group:
Mr D Norman, Mr B Moore, Ms M Gale

3 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.

4 Election of a Vice Chairman

Resolved to elect Cllr Mr J Lean as Vice-Chairman of the Sub-group.

5 To approve and sign the minutes of the meeting held on 19.04.16.

Minutes of the meetings held on 19th April 2016 were approved and signed as a true and accurate record.

6 Agree Terms of Reference

The **resolution to recommend** the terms of reference for the Potton Neighbourhood Planning Sub-group was again agreed.

7 Matters arising

The Chairman confirmed the purchase of a display stand, tablecloth, banner and gazebo for use at Community Events.

The Chairman confirmed that 1,000 Neighbourhood Plan leaflets were printed.

The Chairman arranged for Central Bedfordshire Council to print and laminate maps to display at Community Events.

Cllr Emery **to confirm** when he will be submitting the article to the Biggleswade Chronicle about Potton Neighbourhood Plan.

8 May Day Fete

Cllr J Lean reported back on a successful launch of the Potton Neighbourhood Plan at the May Day Fete on 2nd May 2016. There was a lot of interest shown by members of the public throughout the day and also some interest in joining the steering group. Cllr Lean, Cllr Hobbs and Mr J Day represented the steering group at this event.

9 Potton NP Leaflet

The leaflet was distributed to members of the public at the May Day Fete and also at the May Council Surgery. The Chairman has also put a batch of leaflets in the library, post office, Cameron's and Claytons. It was suggested that leaflets could also be located in the town pubs, Londis and the Fish & Chip shop. It was **resolved** that this decision would be deferred until after the Seasonal Market on 18th June.

10 Potential development sites

Cllr Lean reported members of the public were invited to identify locations on the NP area map where they would either support or reject development. This activity will be repeated at further Community Events.

11 Attendance of community events - who and when

The following attendance was agreed:

18th June Seasonal Market – **Cllr Lean, Cllr Hobbs**

4th July Community Centre – **Cllr Lean, Cllr Hobbs, Mr B Moore, Cllr Whitfield (evening only)**

27th August Party on Potton – **Cllr Hobbs, Cllr Lean (if available)**

10th September Potton Show – **Cllr Whitfield, Cllr Hobbs**

17th September Seasonal Market – **Cllr Hobbs**

It was **resolved** that attendance at these events will be reviewed at future meetings.

12 Green Infrastructure Plan update

Mr J Day was not in attendance and therefore this item will be deferred until the next meeting.

The Chairman reported that Mr Day has informally reported that the current actions / recommendations of the Green Infrastructure Plan have not been completed and thus little revision is required. The Chairman therefore recommends that we do not commission BRCC to review the Plan. This will be an agenda item at the next meeting.

13 Wing Neighbourhood Plan Consultation Report

The Chairman reported that Sally Chapman (CBC) was on the Wing NP steering group and thus tabled the Wing Neighbourhood Plan for discussion and consideration of adopting some of the activities for the Potton NP. Following discussion, Cllr Lean suggested that we should locate banners strategically in Town to advertise and raise awareness of the Potton NP. It was **resolved** that Cllr Lean would bring examples of NP banners to the next meeting. Advertising of the 4th July events to be discussed at the next meeting.

The Chairman also informed the SG that Wing produced a Sustainability Appraisal Scoping Report to set the context and objectives, establish the baseline and decide on the scope of the NP. It was **resolved** that the SG would use the same headings as Wing and produce baseline data for Potton. It was therefore also **resolved** that the following members would produce baseline data in these categories:

Population – **Cllr Hobbs**

Economy – **TBA**

Housing – **Cllr Lean**

Visiting and Enjoying Potton – **TBA (Cllr Hobbs to review this)**

Environment – **Mr J Day (to be confirmed)**

Traffic and Transport – **Chairman to ask Charles Belcher**

Social Infrastructure – **Chairman to ask Elizabeth Belcher**

Heritage and Culture – **Cllr Whitfield**

Copies of the Wing baseline data was given out for reference.

14 Pre-vision Questionnaire

The Wing NP used a pre-vision questionnaire at their community events, which they used to inform their Plan objectives. After discussion it was **resolved** that the Chairman and Cllr Lean would compose a checklist (tick box) for use at our Community Events.

It was **resolved** that the Chairman contacts Potton Consolidated Charity, to advise that the town council's Neighbourhood Planning group would like to use the survey to inform the public about housing needs for Potton.

15 Seasonal Market Event (18th June)

It was **resolved** that the Chairman and Cllr Lean prepare the display board for this event.

16 Beating the bounds

Cllr Whitfield reported that he would continue to liaise with the church PCC. It was **resolved** that the SG would support any event organised by the PCC but would not instigate or plan the event.

17 PTC website page and Facebook page

The Chairman reported that he had set up Potton NP on facebook. Cllr Emery had previously sent links to the Cambourne NP website and following discussion it was **resolved** that we would ask the PTC Social Media Sub-Committee to lead on this development. Funding would be sought via BRCC.

18 Steering Group membership

Mr D Norman, Mr B Moore and Ms M Gale were invited to join the steering group. Mr P Hamilton was not able to attend but has agreed to also join the SG. Two other people had expressed interest and the Chairman will invite them to the next meeting.

19 Date of next meeting
28th June 2016

There being no further business, the meeting closed at 8.15pm

SignedChairman Dated.....