

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Thursday 29th March 2018, at the Community Centre at 7pm.

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

1 Apologies for Absence

Cllr G Emery, A Ream and B Moore

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 1st March 2018

Minutes of the meetings held on Thursday 1st March 2018 were approved and signed as a true and accurate record.

4 Matters arising

1. JH sent the Design Statement to Siobhan Vincent, CBC for comment. SV said that there may be an opportunity to be clearer as to what design features you wish to see taken forward in any new developments. SV suggested that we should consult on the documents and see what feedback we receive.
2. JH sent the Character Assessment to Siobhan Vincent, CBC for comment. SV said that the documents look great.
3. JH sent the Site Assessment Report to Siobhan Vincent, CBC for comment. SV said that the documents look great.
4. JH contacted Wrestlingworth NP and received a copy of the letter that they sent to landowners and stakeholders. Using this, JH drafted a letter to landowners and circulated to NPSG members for comment. JH asked JW, Clerk to PTC, to identify the landowners and send the letter formulated.
5. JH asked Right Click to prepare the leaflet which will be incorporated into the PTC Newsletter that they also produce.
6. AI developed the system that we will use to collect comments during the 6-week consultation and for adding our responses. The link was circulated to NPSG members for comment. AI showed an example of the report generated. The cost was £41.15
JH thanked AI and will incorporate the link into the NP Website for the 6-week consultation.

5 Green Infrastructure Plan update - BK

BK reported that BRCC were still waiting for a response from CBC regarding their endorsement of the new GI Plan.
As we want to include the adopted GI Plan in the draft NP, BK will contact BRCC to ask that they chase up CBC.
JH will send the Design Statement to Siobhan Vincent, CBC for comment.

6 Neighbourhood Plan Site Assessment Report

JH contacted Siobhan Vincent to get her opinion on whether or not we should support sites 12 and 14 which we originally did. She advised that we should not change the Site Assessment i.e. not support the two sites.

7 Neighbourhood Plan design schedule update - JPW

JPW reported that he and JH had met with Right Click regarding a schedule for production of the draft NP (see attached). There has been some slippage in the schedule since it was constructed and JPW and JH will be meeting with Right Click to reschedule.

Right Click will design and produce the leaflet, Banner and Pop-up Banner. It was agreed that a 'house style' for these items was preferable.
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 one 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 Neighbourhood Plan Action Plan was revised – attached.

It was agreed that a meeting is required to finalise preparation for the 6-week consultation once the timeline from Right Click is confirmed (i.e. draft NP completion date). Date to be set.

10 Date of next meeting:

Thursday 3rd May 2018 at 7pm in the Community Centre

Future meetings:

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 8.15pm.

SignedChairman

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