

POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Tuesday 24th April 2018, at the Community Centre which started at 7.00pm.

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

1 Apologies for Absence

Jonathan Price Williams

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 Draft Neighbourhood Plan

The draft NP was received that afternoon.

JL and DN agreed to proof read the draft NP.

It was agreed that the following members would check these sections:

Housing – JL and DN

Environment – BK and AI

JH agreed to take a photo to replace the current front page image which is dated.

Page 20 – it was suggested that photo's of Shannon Place and Deepdale Trees be considered.

Page 33 – it was suggested that a montage of images:

School

Fire Station

Doctors

Deepdale Trees

Tysoe

AI agreed to look into this and send to JH.

The logo needs to be the NP logo and not PTC logo

We decided that the front page title should be amended to Potton Neighbourhood Plan (take out 'Development') and add our logo and strap line – Planning for the Future

It was agreed that all suggested amendments be sent to JH by the end of the week. JH will send amendments to Right Click (will liaise with JPW).

4 6 Week Consultation

It was agreed that the 6 week consultation should begin on 5th May and run until 16th June.

The consultation will be launched in the Market Square at 10am.

We agreed to have a stall every Saturday from 10 – 12 to promote the NP and encourage participation. Leaflets to be available at all events.

Concern was raised that paper copies of the NP could 'walk' and so we agreed to get 40 copies printed.
JH will put the e-NP on the NP website and set up the link for comments.
JH and JPW to look at data protection issues.

Banner to be erected on the Library on Tuesday 8th May when the May Day Fete banner is removed.

The Comet

BK has set up an article in the Comet. A photo will be taken on Tuesday 8th May at 6.30pm. This will be under the banner and will be of all steering group members holding NP's.
BK will prepare a press release.

Biggles FM

AI told us that Biggles FM can run a 30 second commercial throughout the consultation for £154. We agreed to do this. AI to liaise with Biggles FM to see what they need to produce the commercial.

Comments

AI will manage the monitoring of comments received online. He will also oversee the input of comments received on the leaflets. Assistance was offered if required.
The steering group will monitor comments throughout the consultation period, compiling responses accordingly.
AI will publish the comments / responses spreadsheet at the end of the consultation process.

9 Date of next meeting: Thursday 3rd May 2018 7pm in the Community Centre

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

Signed

Chairman

Dated.....