

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Tuesday 25th April 2017, at the Pavilion, Mill Lane which started at 7.00pm.

Present: Cllr J. Hobbs Chairman, Cllr J. Lean Vice Chairman, Andrew Inkersole, Jonathan Price Williams, Brendan Moore, Bob Kett and Dan Norman.

1 Apologies for Absence

John Day, Geoff Emery, Alice Ream, 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 20th March 2017

Minutes of the meetings held on Monday 20th March 2017 were Amended as follows:

- Next meeting should be at the Pavilion, Mill Lane

The minutes were then approved and signed as a true and accurate record.

4 Matters arising

1. John Hobbs confirmed that a roller banner had been purchased along with a 12' banner and two A-Frames to advertise the NP questionnaire.
2. The NP Survey has been prompted on:
 - We love Potton and Potton Residents for Sustainable Growth facebook pages.
 - Banner in the Market Square
 - Poster at the Community Centre

5 May Day Fete

JH asked for volunteers to represent the Neighbourhood Plan at the May Day fete on 1st May. Jonathan Lean, Dan Norman and Brendan Moore will attend. JH will be involved with Potton Cricket Club at this event. JH will email those members unable to attend the steering group meeting.

6 Town Centre Benchmarking Survey

A business survey was carried out by People & Places on 23rd March. JPW and JH attended this survey along with Alan Leggatt from Potton Town Council.

A Footfall and Parking survey was carried out by People & Places on 24th April, supported by JPW, and there was an average footfall of 32/10 min period. These surveys will be repeated on 28th April. JL will support this. A Business User Survey and Shopper Origin Survey will also be carried out on 28th April. JL volunteered to assist.

JPW advised that the Town Centre Benchmarking online survey will continue until mid-May. JH agreed to advertise this at the May Day Fete.

7 Green Infrastructure Plan

The second GI workshop is taking place on 26th April in the Pavilion, Mill Lane. JH has advertised this event using posters on two A-Frames in the Market Square. Posters have also been distributed by BK.

BK agreed to ask BRCC for a timeline for completion of the review of the Green Infrastructure Plan.

JH confirmed that PTC is committed to working with BRCC to produce a Potton Green Wheel and this process has been initiated by the PTC Clerk.

8 NP Survey – questionnaire

JL told the group that the questionnaires have been distributed to all households in Potton. Thanks were conveyed to all steering group members who took part in delivering the questionnaires. Collection boxes and extra questionnaires have been placed in Cameron's, Post Office and the library. To date, 50 questionnaires have been submitted online and 10 put in the collection boxes.

JH told the group that a banner is now in the Market Square promoting the NP Survey and a roller banner has been produced for the May Day Fete stand. Postings have also been placed on We Love Potton and Potton Residents for Sustainable Growth Facebook pages as well as on the Potton NP Facebook page. Posters will be displayed in the two A-Frames in the Market Square once the GI Plan workshop has taken place.

Posters will also be placed in strategic points throughout the town.

JL will contact Adam Zerny to ask him to promote completion of the NP survey questionnaire in his update email.

9 Home-based businesses survey

It was decided to defer a decision on this until the questionnaire process has been completed. Questions 16 – 20 cover this and it is hoped that we get a good response from home-based businesses.
for Sustainable Growth

10 NP Survey – schools

AI has been in contact with the Headteacher and no progress has been made. It is hoped that questions 33-35 will reflect the needs of all age groups.

11 Next steps

Some members of the steering group met with Siobhan Vincent from CBC to discuss next steps after completion of the NP Survey. CBC will be willing and able to assist with writing our NP Policies and suggested that we wait until this is completed before considering employing a consultant. Perhaps someone in Potton could assist with writing the draft Neighbourhood Plan.

JPW will circulate a summary of the meeting.

**12 Date of next meeting: Tuesday 23th May 2017
7pm in the Community Centre**

After the meeting, we met with representatives from Clifton who are interested in embarking on the production of a Neighbourhood Plan. We agreed to continue support if they do get Clifton designated as a Neighbourhood Plan Area.

There being no further business, the meeting closed at 8.05pm.

SignedChairman

Dated.....