

## POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Tuesday 5 August 2019, at the Community Centre which started at 7.00pm.

**Present:** Cllr John Hobbs Chairman, Cllr Jonathan Price Williams (Vice Chairman), Andrew Inkersole, Bob Kett and Dan Norman.

### **1 Apologies for Absence**

Cllr Jonathan Lean, 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 7<sup>th</sup> May 2019**

Minutes of the meetings held on Tuesday 9<sup>th</sup> July 2019 were approved.

### **4 Matters arising**

- JPW has amended the Community Infrastructure Policies
- JL & DN have amended the Housing Policies
- JH has amended the Employment & Industries Policies
- JH has amended the Transport Policies
- The Potton Green Infrastructure Plan has been amended by BRCC
- JH met with Philip O'Dell to update the NP
- PTC Newsletter - JH arranged for an insert regarding the referendum.

### **5 Final NP - Amended**

JH tabled the final amendments to the Neighbourhood Plan, based on feedback received from the Steering Group.

Final adjustments were made to the Amendments Document and signed off by the Steering Group (attached).

JH will email the amendments to Philip Odell prior to the meeting on 12/13 August.

JH informed the Group that the final Neighbourhood Plan and Supporting Documents must be uploaded to the website by 14 August.

### **6 GI Plan – Final update**

BK liaised with BRCC to amend the GI Plan in accordance with the Independent Examiners report.

JH corresponded with Tom Price (CBC) to ensure that the format of the amendments to the GI Plan were in line with CBC procedures.

The GI Plan has been amended accordingly.

## 7 Final stages - Preparation for a referendum

JH informed the Group that the referendum will be held in October and that the final NP and supporting documents need to be on our website by 14<sup>th</sup> August.

The following was agreed:

NP surgeries will be held on Thursday 12<sup>th</sup> September (7pm-9pm) and Saturday 14<sup>th</sup> September (10am-12noon).

We discussed the format of these surgeries and it was agreed that we would:

1. Display a timeline of the development of the Neighbourhood Plan' using the display boards.
2. Display key features of the NP on the display boards: Visions, Policies, GI Plan map, LGS map.
3. Provide 4 display copies of the final NP and supporting documents.
4. Produce a powerpoint presentation of the 'key messages' of the NP:  
Housing (DN)  
Key extracts from the Questionnaire (AI)  
Environmental features (BK)

The PPT should be brief and focused on key features that point to why residents should vote YES in the referendum. i.e. headlines with brief explanations. JPW agreed to produce this PPT using the key messages received.

5. BK suggested that we produce a poster promoting the referendum, again stressing the reasons why residents should vote YES. This will be posted once we have a date for the referendum. Following discussion, it was agreed that we should keep the poster simple: You said..... We listened..... The Plan states..... BK will draft a poster and circulate for comment.
6. It was decided that in the first instance we will use the front page of the PTC Newsletter as a poster to advertise the referendum. These will also be placed in our A-Frames. Once we have a date for the referendum, we will also display the poster in (5).
7. We will advertise on Biggles FM the week before the referendum.
8. We will promote the referendum at both the PTC Surgery on 14<sup>th</sup> August and the Seasonal Market on 21<sup>st</sup> September (please be there if you can).
9. It was decided not to advertise in the Biggleswade Chronicle.
10. It was suggested that we should seek professional advice on how we should promote the referendum in order to get an informed response from the public. BK said that he will ask his daughter. JH said that he will ask Rachel Shaw.
11. Although not discussed, it has been agreed that a banner promoting the referendum will be hung from the library.
12. JH will post information on We Love Pottton and the Pottton NP page. JW will be asked to post information on the PTC page.
13. JH will update the NP website when appropriate.
14. It was agreed that we should ensure that residents of the new Pottton developments are aware of the aims and objectives of the NP, which is about the future development of the Parish, particularly improvements in the community infrastructure, environment, transport, business development as well as high quality housing.

**8 Date of next meeting:**

A date will be set once we know the date of the referendum.

The meeting concluded at 8.25pm.

Signed ..... Chairman

Dated.....