

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Monday 23rd May 2017, at the Community Centre which started at 7.00pm.

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

1 Apologies for Absence

Alice Ream, Geoff Emery and 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 Appointment of officers – Chair and Vice Chair

John Hobbs was elected as Chair.

Jonathan Lean was elected as vice-chair

4 To approve and sign the minutes of the meeting held on 2017

Minutes of the meetings held on Tuesday 25th April 2017 were approved and signed as a true and accurate record.

5 Matters arising

JL has contacted Adam Zerny regarding the promotion of the NP survey in his newsletter.

JPW will place a summary of the meeting with Siobhan Vincent (CBC) on Google Drive.

6 Town Centre Benchmarking Survey

The report from People and Places has been received and JPW gave a brief summary to the group. Mike King from People & Places has offered to give a presentation of the benchmarking survey and JH suggested that this should be given to the steering group and Potton Town Council.

The Neighbourhood Plan steering group will formulate an action plan from the benchmarking survey, which will be incorporated into the Neighbourhood plan.

7 Market Square Regeneration Project

The steering group were asked to comment on the proposals from CBC regarding improvements to the Market Square as part of the regeneration project. From resulting discussion, the steering group tabled the following comments on the CBC proposals:

- Parking bays should not be extended along King Street as this will only add to traffic congestion.
- Not sure how effective parking bay markings are.
- A square bench around the tree outside Saville's would obstruct the pavement.
- Bollards outside the library were unnecessary.

The steering group made the following suggestions to be considered by the Town Council for their response to CBC:

1. Herringbone parking be introduced on the south side of the Market Square.
2. Remove the 'no-entry' restriction into Brook End to allow easy access to the car park. Signage to the carpark be installed.
3. A rain garden / bio retention bed and permeable block paving be installed behind the library in order to solve the rainwater drainage problem. This is a sustainable drainage solution. John Day can be consulted on this proposal.

8 Green Infrastructure Plan

BK presented a revised Green Infrastructure Map and an associated Aspirations Table (both attached). JH was asked to seek clarification from Potton Town Council regarding the status of ownership of the Sheepsbridge Wood / Lammas Meadow (Aspirations 14 and 25). Aspiration 28 also requires right of access from CBC.

The next steps are to create and action plan for the new GI Plan which will be incorporated into the Neighbourhood Plan. BRCC will oversee the development of this action plan.

9 NP Survey – questionnaire

JH reported that to date there has been 625 completed questionnaires received, with one week to go. It was agreed to allow questionnaires to be submitted up to and including Friday 2 June.

BRCC will complete data entry into SurveyMonkey by 9 June and then hopefully produce a report by the end of June.

10 Potton Town Plan

It was agreed to incorporate the Potton Town Plan into the Neighbourhood Plan, with the associated sub-groups of the steering group taking on this task:

Demographic profile of the local population – Lead: John Hobbs.

Local employment and industries – Lead: Andrew Inkersole.

Housing – Lead: Jonathan Lean. Team: Dan Norman

Transport – Lead: Brendan Moore.

Natural environment and special landscapes – Lead: John Day. Team: Bob Kett, Alice Ream.

Historic environment – Lead: John Hobbs

Community infrastructure – Lead: Jonathan Price Williams.

Geoff Emery agreed to provide an update on the Potton Town Plan action plans to date.

11 Neighbourhood Plan Roadshow

It was agreed to hold two Roadshows in July:

11 July in the Pavilion, Mill Lane between 5pm and 9pm

13 July in the Community Centre between 5pm and 9pm

These roadshows will be used to give feedback on the NP survey and to launch the revised Green Infrastructure Plan.

The June meeting will be used to finalise the structure of the roadshows.

**12 Date of next meeting:
Tuesday 27th June at 7pm in the Community Centre**

There being no further business, the meeting closed at 8.10pm.

SignedChairman

Dated.....