

## POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Monday 27<sup>th</sup> June 2017, at the Community Centre which started at 7.00pm.

**Present:** Cllr J. Hobbs Chairman, Andrew Inkersole, Jonathan Price Williams, Dan Norman, Brendan Moore and Alice Ream.

### **1 Apologies for Absence**

Dick Knifton, Geoff Emery, Jonathan Lean, Bob Kett

### **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.

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

Minutes of the meetings held on Tuesday 23<sup>rd</sup> May 2017 were approved and signed as a true and accurate record.

### **5 Matters arising**

JPW presented a summary of the meeting that JPW, JH, JL, AI, BM, DN had with Siobhan Vincent (CBC) on 21<sup>st</sup> April. The aim of this meeting was to confirm / establish the steps required to complete the Neighbourhood Plan and any assistance offered by CBC. This report is on Google Drive but to summarise, our next steps are:

1. Analyse the survey results
2. Refine our policies
3. Produce a draft Neighbourhood Plan
4. Circulate the plan within CBC for comment / checking
5. Wider CBC circulation to ensure that there is no conflict with the Local Plan.
6. Our consultation with the stakeholders and acknowledgement / response to any feedback / comment received.
7. Independent examination of the revised draft NP
8. Hold a referendum

JH thanked JPW for this useful report. Stages 1 and 2 to be completed by 1<sup>st</sup> August and stage 3 will be worked on over the summer recess and will be the main focus of our September meeting.

### **6 Town Centre Benchmarking Survey**

JH reported that the Town Council had included the steering groups request for herringbone parking and access to Brook End from the market square in their response to CBC.

The presentation of the Benchmarking Survey is scheduled for Tuesday 18<sup>th</sup> July in the Community Centre. Time to be confirmed.

## **7 Green Infrastructure Plan**

We are still waiting to receive the full GI Plan from BRCC. We will therefore present the GI map and list of aspirations at the roadshows on 11<sup>th</sup> and 13<sup>th</sup> July. If we receive the GI Plan in time we will make copies available read at the roadshows.

The Environment group agreed to draft a GI action plan.

## **8 NP Survey – questionnaire**

There was a good response to the survey with 727 completed questionnaires being received by BRCC. This included 136 online. JH authorised BRCC to make the draw for the £20 prize for online submissions and it was won by Ema and Wil Makower from Downside Gardens. BRCC have notified them and JH will deliver the £20 voucher for Elephant and Feather.

The full report of the NP questionnaire findings should be completed by 14<sup>th</sup> July. This is too late for the roadshows so it was agreed that we would use the SurveyMonkey report that JH obtained from BRCC.

There were 251 requests to be kept informed by email and JH agreed to set up a contacts list for a NP e-newsletter. BRCC have supplied the list of email addresses in an excel spreadsheet.

AI and JPW expressed the importance for us to analyse the survey finding, particularly the numerous comments supplementing the questions, in order to get a full understanding of the results. It was therefore agreed that each subgroup would analyse questions relevant to their area and subsequently update / amend their draft policies.

The subgroups are:

Housing – JL & DN

Environment – JD, BK, AR

Transport – BM

Community Infrastructure – JPW

Local employment and industries – AI

Demographic profile – JH

Historic environment – JH (was RW).

It was decided to hold our next meeting on the 1<sup>st</sup> August with the main aim of finalising the NP policies. JH will then send these policies to Siobhan Vincent at CBC for scrutiny.

## **9 Potton Town Plan**

It was agreed that the action plan of the Potton Town Plan would be incorporated into the Neighbourhood Plan. JH recorded thanks to Geoff Emery for the update to the Potton Town Plan action plan.

## **10 Neighbourhood Plan Roadshow**

Despite not having the full survey report or GI Plan it was decided that the roadshow should go ahead since it has been advertised in the PTC newsletter and on the Neighbourhood Plan website. Following discussion, JH agreed to advertise the roadshow via:

- NP Website - updated
- PTC website
- Adam Zerny's newsletter

- We Love Potton and the NP facebook sites
- Posters
- Posters in the two A Frames
- Posters to the schools? JH to discuss with Angus McDonald who is a governor.

JH tabled draft posters and an agreed format was decided. It was agreed that the charts from the interim SurveyMonkey report would be displayed at the roadshows along with the GI Map and Aspirations list. In order to facilitate this it was also agreed to purchase an additional three table-top display boards. JH will action this.

AI agreed to organize tea / coffee / squash / biscuits for the roadshows.

It is hoped that all steering group members will be able to attend and support the roadshows (work permitting).

**11 Date of next meeting:**

**Tuesday 1<sup>st</sup> August at 7pm in the Community Centre**

There being no further business, the meeting closed at 8.20pm.

Signed .....Chairman

Dated.....