

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Sub-group held on Tuesday 18th October 2016, at the Community Centre which started at 8.10pm.

Present: Cllr J. Hobbs Chairman, Cllr J. Lean Vice Chairman, Cllr R. Whitfield, Cllr G. Emery, Robert Kett, Andrew Inkersole, Brendan Moore, Dan Norman, Alice Ream and Jonathan Price Williams.

Also Present: Town Clerk.

1 Apologies for Absence and welcome to new steering group members

Simon Crump, Gino Geraci and Paul Hamilton.

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 September 2016

Minutes of the meetings held on 20th September 2016 were approved and signed as a true and accurate record.

4 Matters arising

The Chairman advised Mr Geraci had spoken to the Executive Headteacher Cathy Smart.

5 Update on progress with the baseline evidence sections:

The Chairman had reminded members the deadline for submission of draft reports is 11th November 2016.

Demographic profile of the local population – J Hobbs

Cllr Hobbs advised he is currently working on this section.

Local employment and industries – Andrew Inkersole

Mr Inkersole advised that Potton he found has ninety-nine places of employment from Potton Federation to a travel agent in the Market Square. Mr Inkersole then advised it is not known how many people who live in Potton work in the town against how many people who live in Potton commute to other places.

A discussion then took place about not wanting duplication within the baseline report.

A further discussion then took place about who is going to put all the information from the baseline evidence together.

Housing - J Lean and Dan Norman

Mr Norman advised that additional work had been completed.

Transport – B Moore

Mr Moore advised he will send his draft baseline evidence report to the Chairman for distribution to the rest of the group.

Natural environment and special landscapes – J Day with B Kett and A Ream.

Mr Kett and Miss Ream advised that may need involvement of BRCC (Bedfordshire Rural Communities Charity) with regard to updating the GI (Green Infrastructure) Plan. The Chairman advised he would contact BRCC about the GI Plan and arrange a meeting if necessary with J Day, B Kett, A Ream, J Hobbs and BRCC.

Historic environment – R Whitfield

Mr Whitfield advised information will be ready by submission date.

Town and local centres – S Crump

Not present.

Urban design – TBA

The Chairman suggested about amalgamating Urban Design with other base line areas.

Community infrastructure – Jonathan Price Williams

Mr Price Williams advised he is currently working on this section.

The Chairman suggested that there will probably be some crossover between sections, which is not a problem. Members can even take information from other sections if useful.

6 Formation of sub-groups

The Chairman had suggested that all members of the steering group are assigned to one of the Baseline groups in order to take forward the development of emerging issues and possible solutions / resolutions over the period of the Neighbourhood Plan.

The Chairman then suggested that each section have a group rather than an individual.

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

Local employment and industries – Lead: Andrew Inkersole. Team

Housing – Lead: Jonathan Lean. Team: Dan Norman

Transport – Lead: Brendan Moore. Team

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

Historic environment – Lead: Rex Whitfield. Team

Town and local centres – Lead: Simon Crump. Team

Urban design – To be arranged.

Community infrastructure – Lead: Jonathan Price Williams. Team

Geoff Emery volunteered to join Mr Price Williams with the Community Infrastructure Group.

7 Google Drive (Additional Item)

Mr Inkersole advised that he had started to set-up multiple Google Drive accounts for each individual on the sub-group. Mr Inkersole then advised after setting up three accounts, multiple accounts isn't advised by Google as not able to confirm which person had added information or removed information from Google Drive.

Mr Inkersole suggested that people with Google accounts could share information with the rest of the group and then new accounts be set-up for members who didn't have a Google account.

It was **resolved** that members of the group advise Mr Inkersole of G mails.

8 Census (Additional Item)

Mr Inkersole advised he had looked through the Census information for the town of Pottton and the ward of Pottton for 1991, 2001 and 2011.

Mr Inkersole showed a graph showing where he had plotted the information on a graph for population and dwellings for the Parish and the Ward. Mr Inkersole had also plotted on the graph the expected population and dwellings for the Parish and the Ward for 2021 and 2031 based on the information available from Central Bedfordshire Council.

Mr Inkersole advised that the 2021 information he had gained from CBC (Central Bedfordshire Council) Key Facts 2015 and the 2021 information he had gained from CBC Key Facts April 2016.

The Chairman asked Mr Inkersole to distribute the information to the group.

9 Pre-vision questionnaire (Agenda item 7)

Members had been provided with the results of the Pre-vision questionnaire before the meeting.

The Chairman advised that since the last meeting the number of responses to the questionnaire had increased from 250 to 373.

The Chairman then advised that Question 6 of the Pre-vision questionnaire (Using the Call for Sites, list the 3 sites that you believe are most appropriate for future developments in order of preference.)

The Chairman then advised that just over 50% of the respondents had answered question 6 and that some sites have two codes (ALP and NLP). The Chairman advised about the results and asked for the results to remain confidential currently.

10 Vision (Agenda item 8)

The Chairman advised that he, Cllr Lean and Mr Inkersole had met and worked on the vision.

Potton is classified for Medium scale Growth by 2035. The Shaping where you live 2035 leaflet from CBC advises Medium growth is 50-500 homes.

Members of the group worked through the Vision for Potton Neighbourhood Plan which had been distributed to them in advance of the meeting.

A few amendments were made to the Vision.

11 Emerging Issues (Agenda item 9)

Members of the group worked through the Emerging Issues for Potton Neighbourhood Plan.

A few amendments were made to the Emerging Issues.

12 Upcoming Public Consultation events

Seasonal Market – 10th December

The Chairman asked for volunteers to attend for at least part of the event.

Fire Work Evening – 5th November

Concern was raised about people wanting to discuss the Neighbourhood Plan at the Fireworks evening on the 5th November.

An event would take place in the Market Square on Saturday 5th November from 10am – 2pm, helpful if a representative from each subgroup is in attendance for at least part of the event.

Cllr Lean with assistance will set-up the stand with assistance at 9.30am in advance of the event which will take place from 10am – 2pm.

Mr Norman volunteered to assist Cllr Lean in setting up the Gazebo stand.

Cllr Lean advised he would speak to the Library about providing refreshments at the event.

Bob Kett suggested that we could hold a raffle at this event to attract the public. No decision was made.

The Chairman encouraged all members of the group to be present for at least part of the event.

13 Website update (Agenda item 11)

Mr Emery advised that Michael Horne has set-up the website and the website is up and running. Mr Emery then advised that the website needs content.

The Chairman requested that we could add the baseline sections when completed.

14 Date of the Next Meeting (Agenda item 12)

22nd November 2016 @ 7.30pm.

There being no further business, the meeting closed at 9.45pm.

SignedChairman

Dated.....