

## POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Tuesday 1<sup>st</sup> August 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, Dick Knifton, Dan Norman, Bob Kett, John Day and Alice Ream.

### **1 Apologies for Absence**

Geoff Emery

### **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 2017**

Minutes of the meetings held on Tuesday 27<sup>th</sup> June 2017 were approved and signed as a true and accurate record.

### **4 Matters arising**

There were no matters arising

### **5 Town Centre Benchmarking Survey**

JPW reported that the feedback session took place on Tuesday 18 July. At the feedback session it was suggested that a more in-depth study be carried out regarding parking on the market square. People and Places suggested the 'Lambeth Method' could be used and that they could carry out this survey, the cost being in the region of £1400. JH said that he would raise this matter at a Town Council meeting.

### **6 NP Roadshows**

JH reported that the two roadshows were held on 11<sup>th</sup> and 13<sup>th</sup> July as planned. Attendance on 11<sup>th</sup> July at the Mill Lane pavilion was poor, bad weather possibly a contributory factor. Attendance on 13<sup>th</sup> July in the Community Centre was much better.

### **7 Response to the CBC Draft Local Plan**

JH agreed that the NP steering group would compose a response to the CBC draft Local Plan on behalf of Potton Town Council.

JH, JL, JPW, AI, DK, DN and Sue Rowell meet on 21<sup>st</sup> July in the Community Centre to identify the issues and JH thanked JL and DN for their work in drafting the NP response following this meeting. Having circulated the draft response for comment, a deadline of Friday 4<sup>th</sup> August was set. JL will then present the NP response to the Town Council at their meeting on 8<sup>th</sup> August.

### **8 NP Policies**

JPW tabled a spreadsheet listing the draft policies and possible amendments together with associated objectives and reference to the NP Vision. This provided an excellent platform for the review of the draft NP policies and JH thanked JPW for his efforts in providing this template for

the meeting.

Following much discussion, the policies were revised and it was agreed that a deadline of 13<sup>th</sup> August would be set for finalizing the amendments. JPW has placed the Policies spreadsheet on Google Drive and members would use this platform to update policies and add corresponding objectives:

- JPW - Community Infrastructure
- JL & DN - Housing
- AI - Local Employment and Industries
- AI & JH - Transport
- BK & JD - Environment

Once completed, JH will send the NP Policies to Siobhan Vincent at CBC for comment.

**9 Green Infrastructure Plan**

BK reported that the 2017 Potton Green Infrastructure Plan is in the final stages of development. BK has been liaising with BRCC in order to ensure the quality of the plan, providing a comprehensive introduction that provides a context for the plan.

JH thanks BK for his work on the GI Plan with BRCC.

**10 Neighbourhood Plan draft**

JPW and AI offered to work on the draft Neighbourhood Plan prior to the next steering group meeting. JPW said that he had found a good example of a Neighbourhood Plan to use as a template.

All documents will be located in Google Drive which will enable steering group members to contribute when required.

**9 Date of next meeting: Tuesday 26<sup>th</sup> September 2017  
7pm in the Community Centre**

There being no further business, the meeting closed at 9.00pm.

Signed .....Chairman

Dated.....