

## POTTON TOWN COUNCIL

Minutes of the meeting of the Potton Neighbourhood Planning Steering Group held on Tuesday 22<sup>nd</sup> November 2016, at The Community Centre, Brook End, Potton. Meeting started at 7.30pm.

- 1. Present:** Cllr J. Hobbs (Chairman), Cllr J. Lean (Vice-Chair), Cllr R Whitfield, John Day, Simon Crump, Robert Kett, Andrew Inkersole, Brendan Moore, Dan Norman and Jonathan Price Williams.  
**Apologies:** Alice Ream, Dick Knifton, Geoff Emery, Gino Ceraci,
- 2. Declaration of interest:** Cllrs were reminded that they should declare any interest in any matters being discussed at this meeting.
- 3. Approve the minutes:** Minutes of the meeting held on 18<sup>th</sup> October 2016 were agreed and signed as a true record.
- 4. Matters arising:** Attendees were reminded about using the G.Mail addresses to load documents on to the website on Google drive or send to John Hobbs.
- 5. Website:** The website is now up and running, thanks were extended to Michael Horne, link is <http://pottonneighbourhoodplan.co.uk> - Home page was displayed on the screen. Following a brief discussion it was agreed that pen portraits and a brief CV of steering group would be added.
- 6. Google Drive** Andrew Inkersole gave a brief summary of how to use Google Drive and offered 1-1 help if required.
- 7. Update on progress with the baseline evidence sections**  
The Potton Green Infrastructure Plan (2010) needs to be revised as part of the Neighbourhood Plan. Based on advice from Jemma McLean (BRCC) the steering group proposed that the GI Plan be fully revised with help from BRCC at an estimated cost of £2000. It was agreed that the NP budget be used to pay BRCC to revise the GI Plan. It was also agreed that we work with BRCC and CBC to develop the 'Potton Green Wheel'. To do this we would be required to match fund CBC in paying for BRCC to do this at an approximate cost of £2500. Again we will use the NP budget and if possible, the external NP funding. Brief discussion on wording of questions for the final consultation Questionnaire (planned for Feb/March 2017).

The Transport and Town & Local Centres reports have not been uploaded to Google Drive. The Chair suggested emailing them to him or ask Andrew Inkersole to put onto Google Drive.

- 8. Meeting with Jemma McLean (BRCC):** She thought the group is working well and making good progress. She suggested condensing the Vision statement, copy circulated with Agenda and also displayed on the screen, adding those areas removed to the objectives. Jemma informed us that BRCC could compile the NP questionnaire and collate and analyse the results. We have received a quote of around £3200 + VAT to complete this and we can use the external NP funding for this. The steering group therefore propose that BRCC compile and carry out the NP questionnaire.

Final consultation Questionnaire to be distributed with the Town Council Newsletter in Spring 2017.

**9. Vision and Objectives**

A PPT was used show how objectives should state how the Vision is to be achieved. The Policies should then show how the Objectives will be achieved. Examples from other towns were shown on the screen (Wing and Tattenhall) Each Sub-Group was asked to suggest draft Policies for their area using the draft objectives (to be circulated). The deadline for submission of Policies and any additional objectives was set date for is 6<sup>th</sup> January. The Chair and Vice Chair will then draft the NP Policies and Objectives for discussion at the January meeting. These Policies will also be used to produce questions for the Final Questionnaire and put on Google Drive as soon as possible.

- 10.NP Questionnaire:** It was suggested to create a standard format for the Questions and the Objectives for each Sub-Group. John Hobbs will consult with BRCC to produce the Questionnaire.

- 11.Public Consultation events:** Jonathan Lean said that attendance good, lots of 'green dots'. Also a volunteer suggested she could help proof-read documents and to number-crunch. People were asked to attend the Seasonal Market **10<sup>th</sup> December**, it is hoped to display the Vision and Emerging Issues.

- 12.Date of next Meeting:** was set for **Tuesday 24<sup>th</sup> January 2017 at 7.00pm.** Meeting closed at 8.50 pm.