

## POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Thursday 21 November 2019, at the Community Centre which started at 7.00pm.

**Present:** Cllr John Hobbs Chairman, Cllr Jonathan Lean, Cllr John Day, Andrew Inkersole, Bob Kett and Dick Knifton.

### **1 Apologies for Absence**

Cllr Jonathan Price Williams, Dan Norman.

### **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 5<sup>th</sup> August 2019**

Minutes of the meetings held on Tuesday 5<sup>th</sup> August 2019 were approved.

### **4 Matters arising**

None

### **5 Next Steps – Annex A Site Assessment**

JH reported that at a recent training event on Planning run by CBC, the following recommendations were made:

- PTC should be involved in discussions with developers / CBC Planning Officer at the pre-application stage. This is when we would be in a position to influence any proposed development and ask for support for our GI Plan. We can also refer to our design guides.  
We were told that waiting for the actual planning application is too late as the developer will have already designed the plans.
- Any comments / objections to any planning application must be evidence-based i.e. fully justified by evidence that backs up the objection.

Based on the above, JH suggested that we re-visit our Site Assessment (Annex A) and make our comments more robust and evidence-led. JH has collated evidence from all previous planning applications, that were not approved by CBC, and this can be used where appropriate.

Discussion followed to agree what we should include in our supplementary site assessments.

1. Environmental considerations.  
JH can provide some existing environmental reports.  
JD volunteered to carry out a basic environmental site assessment e.g. land use, habitat and wildlife etc.
2. Water / sewerage capacity.  
AI suggested that we ask Anglia Water about their ability to meet further demand if there is further development. Are there reports available? Is there a formula based on the size of the town (number of houses etc?)
3. References to previous NP surveys.  
AI suggested that we quote our survey results where appropriate.

4. Highways – accident / speeding reports  
In addition to site access issues, we should look for accident statistics and speeding reports that we can quote.
5. Infrastructure – capacity of schools, doctors etc.  
Is there a formula that CBC use to estimate the additional school children when a new housing development is built?  
What is the future capacity of Potton Federation?  
What are the views of the Practice Manager regarding their capacity to meet additional demand?

AI also asked whether the adoption of the NP ratifies our LGS designation. JH will ask Cliff Andrews (BRCC) and Tom Price (CBC).

## **6 Monitoring the GI Plan**

Following discussion, it was agreed that:

- The structure of the GI Action Plan would be revised' to include proposed actions, progress and any identified blockages. JD volunteered to explore adapting an RSPB template.
- An Environmental Sub-Group (monitoring / Action) would be set up to take forward the GI Action Plan and any other environmental aspirations either identified in the NP or subsequently identified. A member of the NP Steering Group and a Potton Town Councillor should be on the sub-group.
- BK will draft Terms of Reference for the Environmental Sub-Group.
- The Environmental Sub-Group will make bids to use the NP budget to fund projects, or requests to PTC (via the Playing Fields and Burials Committee) to either financially support or precept to fund a project.
- Since a large number of the GI Plan aspirations are the responsibility of PTC, it was proposed that managing the GI Action Plan should be carried out by the Playing Fields and Burials Committee. Perhaps this committee could be renamed to represent its broader remit (all environmental matters).
- The Gi Plan should be a permanent agenda item on the Playing Fields and Burials Committee.
- The Environmental Sub-Group will provide minutes of their meetings to both the NP Steering Group and Playing Fields and Burials Committee.

A draft GI Action Plan Implementation and Monitoring Process Flowchart is attached for comment.

AI suggested that we should seek project funding to support the GI Plan. This could be a role for both the Environmental Sub-Group or PTC.

AI asked how the Potton-Sandy Cycleway Project was formulated and funded. JH will ask Andy Gibb.

AI asked about how we can make progress on the development of footpaths and cycleways and it was suggested that we liaise with the Rights of Way Officer at CBC. JH can make enquiries at the next Green Wheel meeting in January.

**7 Next Steps – S106 and other funded projects**

This item was deferred to the next meeting

**8 Next Steps – Small projects**

This item was deferred to the next meeting

**9 Date of next meeting:**

TBA

The meeting concluded at 8.40pm.

Signed ..... Chairman

Dated.....