

POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Thursday 28 November 2019, at Potton Library which started at 7.00pm.

Present: Cllr John Hobbs Chairman, Cllr Jonathan Price Williams, Cllr Jonathan Lean, Andrew Inkersole, and Dan Norman

1 Apologies for Absence

Cllr John Day, Bob Kett and Dick Knifton.

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 21st November 2019

Minutes of the meetings held on Tuesday 21st November 2019 were approved.

4 Matters arising

1. AI produced an updated (improved) version of the GI Plan Implementation and Monitoring Group, for consideration. This was amended and agreed.
2. The draft Terms of Reference for the GI Plan Implementation and Monitoring group were adopted by the NPSG.

5 Next Steps – Annex H Monitoring and Review

JPW presented an online Neighbourhood Plan Policy Usage Form (Google) which aims to enable the planning committee to show which NP policies have been considered in a particular planning application. The current planning application for development in King Street was used to test this form and it was found to be a good tool to assess compliance with the NP Policies. The following amendments were proposed:

It was felt that the questions were too specific and that we should be asking if each Policy had been adhered to in the application, not if it had been referenced – see below –

Current wording:

- YES - the policy has been directly referenced
- NO - the policy is not referenced
- PART - the developer has recognises / addresses the issue(s) in their submission
- Other: | _____

It was decided that we would rephrase the questions. JPW will do this. JPW will collate the collective responses and circulate the spreadsheet

produced.

JH suggested that the Housing Design Guide and GI Design Guide should also be assessed. JH had put the Design Guide specifications into a checklist where they could be used to assess any planning application – extract below:

Design Guide

Specific Aims		
The design and standard of any new development should aim to meet a high level of design with other traditional buildings in the surrounding areas providing examples and inspiration, and with the built form kept simple and designed in a similar manner to the local vernacular and be optimized for energy efficiency, targeting zero carbon emissions and reducing water usage/waste. Specific design aims and standards include, but are not limited to, the following:		
Specific design aims and standards include, but are not limited to, the following: <ul style="list-style-type: none"> • Siting and orientation to optimize solar gain. • The use of high quality, thermally efficient building materials. • Installation of energy efficient measures such as loft and wall insulation and double glazing. • Non-residential developments should aim to meet The Building Research Establishment BREAM building standard 'excellent'. 	Met Yes/No/na	Comment

Following discussion, it was decided that these checklists could be put into a spreadsheet for ease of completion. It was also suggested that the responses (Yes/Part/no/na) should result in a 'traffic light' colouring of the boxes. This would make the overall assessment easier to compile.

JH agreed to do this.

Again, it was agreed to use the King Street planning application to test the Design Guide Checklist.

The updates of the online Neighbourhood Plan Policy Usage Form (Google) and Design Guides Checklists will be discussed and agreed at the next NPSG meeting.

The NPSG then discussed the process for monitoring and implementing the Neighbourhood Plan. To date, we have devised a implementation and monitoring process for the GI Plan and this was used as a template for Planning (as discussed earlier in the meeting).

It was resolved to recommend that:

- The PTC Planning Committee shall be responsible for assessing any planning application against the NP Policies and Design Guides. This can include co-opting members of the NPSG if required.
- The NPSG will complete the NP Policy Usage Form and Design Guides Checklists ready for discussion at a PTC Planning Committee meeting.
- The PTC Planning Committee will then compose a response to CBC using the information provided by the NPSG together with any additional comments (that does not conflict with the Neighbourhood Plan Polices or objectives).

The NPSG then discussed how the whole Neighbourhood Plan Vision, Policies and Objectives could be implemented and monitored. So far we have processes proposed for Housing and the Environment, which leaves:

Community Infrastructure
 Local Employment and Industries
 Transport

It was resolved to recommend to PTC that:

- A new PTC Committee (name to be proposed) be set up to primarily implement and monitor the NP Policies in the above areas (this could also include Town Centre Regeneration etc).
- An NP Action Plan will be agreed, and progress will be monitored throughout

- the year and an annual report will be presented to the PTC.
- The Housing Committee (Planning Committee) and Environmental Committee (Playing Fields, Allotments and Burials Committee) will also have an NP Action Plan that is monitored, and an annual report presented to the PTC.
 - Using these annual progress reports from the three PTC NP Committees, PTC will produce an annual Neighbourhood Plan Progress Report that will be presented at the PTC Annual Town Meeting.

6 Next Steps - S106 and other funded projects

To be discussed at the next NPSG meeting

7 Next Steps - Small projects

To be discussed at the next NPSG meeting

8 Additional item – Neighbourhood Plan budget

The 2010-21 Neighbourhood Plan was discussed. It was resolved to recommend to PTC that an annual budget of £10000 be allocated to support the aspirations of the Neighbourhood Plan, which will include the Potton Green Wheel.

9 Date of next meeting:

TBA

The meeting closed at 8.30pm

Signed Chairman

Dated.....