POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held at Potton Library on Wednesday 12th February 2020 at 7.00pm.

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

1 Apologies for Absence
Cllr John Day.

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 28th November 2019

Minutes of the meetings held on Tuesday 28th November 2019 were approved.

4 Matters arising

It was resolved to recommend that PTC set up three committees to manage and monitor the Potton Neighbourhood Plan Action Plan. The three committees are:
1. Planning Committee (the existing Planning Committee with added responsibilities)
2. Environmental Committee (the existing Playing Fields, Allotments and Burials Committee with added responsibilities)
3. Infrastructure Committee (new) – to manage and monitor the Community Infrastructure, Local Employment & Industries and Transport policies.

The PNP Policies and Objectives will be managed and monitored by these three Committees:
- Planning Committee – will manage and monitor the Housing policies and objectives and Housing Design Guide. This will involve the assessment of all planning applications against the PNP Compliance Checklist.
- Environmental Committee - will manage and monitor the Environmental policies and objectives, the GI Infrastructure Plan, the Potton Green Wheel and the Environmental Design Guide.
4. Infrastructure Committee (new) will manage and monitor the Community Infrastructure, Local Employment & Industries and Transport policies and objectives.

The PNP Action Plan was discussed later in this meeting.

5 NP Compliance Checklist

The NPSG discussed the performance of the Compliance Checklist when it was used to assess two recent planning applications received by PTC. It was agreed that the Compliance Checklist was a success and will be used in the assessment of all future planning applications.
It was noted that Kier added their own comments and compliance ratings, which was a good indication that they had at least read the PTC

Compliance Checklist and had taken it seriously. We therefore decided to add a section for Developer's Comments and compliance ratings to the Compliance Checklist.

JL suggested that we have drop-down boxes (Yes / No / Part / NA) for the compliance assessment boxes. JPW agreed to do this.

It was also suggested that we have a summary of compliance to the NP i.e. Yes (%), No (%), Part (%), NA (%).

JPW will add this.

6   PNP Action Plan

AI circulated an example of a PNP Action Tracking spreadsheet for discussion. The NPSG liked the tracking spreadsheet and various suggestions were tabled at the meeting. It was agreed that members would send any suggestions for improvement / additions to AI by the end of March. AI will then summaries the ideas / suggestions received for discussion at our next meeting.

It was resolved to recommend that the appropriate PTC Committees manage and monitor the relevant PNP Action Tracking sections as part of their terms of reference. This will involve completing a centralized spreadsheet that can be accessed by the PTC Clerk and the NPSG.

The PNP Action Tracking spreadsheet will be assessed biannually and an annual report will be presented to PTC at the end of each calendar year.

Within the PNP Action Tracking spreadsheet will be projects (large, medium and small) that will contribute to the achievement of the PNP objectives. It will be expected that a estimated costing of each project will be included and the possible funding stream identified where possible eg S106, CBC awards, PTC via precept, PNP budget or Potton Consolidated Charites.

7   Annex A – Site Assessment update (version 3)

JH explained that the Site Assessment Map in the PNP was not the updated map used in Annex A – Site Assessment. This meant that the numbering of the sites was inconsistent. JH contacted Tom Price (CBC) and we agreed to amend Annex A so that it referred to the map in the PNP. JH has therefore updated Annex A (version 3).

JPW stated that we need to identify any changes to the annexes and suggested an additional page at the beginning of each annex. He agreed to design this and add it to each Annex.

JH suggested that we revisit our site assessments to ensure that all aspects relevant to supporting/opposing future planning applications are included. The NPSG agreed to look at the site assessments and suggest amendments where applicable. It was suggested that the site assessments should include any relevant information from previous / similar planning applications.

8   Design Guide

DN brought attention to the recently published National Design Guide. Fortunately, much of the contents of this publication supports the PNP Housing Design Guide. JH will add this National Design Guide to our supporting documents on our website.

9   PNP Implementation and Monitoring

Reference item 4 for full explanation.

It was resolved to recommend that the chair of the three PTC Committees – Planning, Environmental and Infrastructure should also be on the NP Steering Group.
It was also felt appropriate that the PTC Committees should encourage appropriate Potton residents to lead on actions to achieve objectives that are important to them. The PNP will not achieve its objectives without increased support from Potton residents. Once the PNP Action Tracing spreadsheet is finalized we should promote involvement in the PTC Newsletter and social media.

10   S106 and other funded projects

Reference Item 6. Projects will be identified via the PNP Action Tracking process.
It was resolved to recommend that prioritized list of PTC supported projects should be listed and fully costed and that CBC Planning Officers are fully aware of these supported projects.

11   Next Steps - Small projects (using the PNP Budget)

Reference Item 6. Projects will be identified via the PNP Action Tracking process. Following the PNP Annual Report, PTC will review all of the projects identified and decide on which (if any) will be funded by PTC as part of the precept process.

12   Potton Town Council Annual Meeting – PNP report

JH informed the group that the Annual Town Meeting will be on Tuesday 24th March at 7pm in the Community Centre.
JH will draft a report from the NPSG.

13   Date of next meeting:

TBA

The meeting closed at 8.30pm

Signed   ……………………………………. Chairman   Dated………………………….