

POTTON NEIGHBOURHOOD PLAN

Minutes of the Meeting of the Potton Neighbourhood Planning Steering Group held on Zoom on Tuesday 26th May 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

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 12th February 2020

Minutes of the meetings held on Wednesday 12th February 2020 were approved.

4 Matters arising

None

5 NP Compliance Checklist

JPW presented an amended Compliance Checklist.

JH thanked JPW for his work on this.

Following discussion, it was agreed that JPW would look at how we could take account of objectives that are considered 'not applicable' to the application being assessed for compliance with the NP, whilst still maintaining a fair reflection of the extent to which the planning application complies with the NP policies and objectives.

6 PNP Action Plan

AI presented an amended Action Tracking spreadsheet.

JH thanks AI for his work on this.

Following discussion, it was agreed that JH and JL would test the Assessed Development Site Status with planning applications for site D, Mill Lane (approved already), and site B, Sutton Mill Road/The Ridgeway (at application stage).

It was agreed that this document need to be centralized to ensure that there is only one version that everyone can see / access. It was suggested that we could use either Google Drive or Microsoft 365. This will be discussed at a future meeting.

7 Annex A – Site Assessment update (version 3)

As previously stated, the Site Assessment in the NP needs amending, as there are currently two 'site 21'. This amendment will be recorded in an Addendum Sheet

8 Design Guide

DN has highlighted that we need to amend Annex E in the light the recently published National Design Guide. Any enforced changes to Annex E will be recorded using the new Addendum sheet.

9 PNP Implementation and Monitoring

JH reported that the Potton Town Council has assumed responsibility for implementation and monitoring of the NP. The NP Visions and Policies have been allocated to three newly constituted committees: Planning, Environment and Infrastructure, and these committees will manage and monitor the NP Action Tracking spreadsheet and the NP Compliance Checklist. The PTC Management Committee will have responsibility for overall management and monitoring of the NP.

10 S106 and other funded projects

The PTC Infrastructure Committee will coordinate this.

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

The Potton Neighbourhood Plan will oversee this.

12 Amended process for the PNP and Annexes

JPW agreed to design an addendum sheet for any changes to any of the annexes. We also need to record any changes / updates to the NP so that they can be implemented when the NP is reviewed/revised (probably in 2024).

13 Date of next meeting:

29th September 2020

The meeting closed at 8.30pm

Signed Chairman

Dated.....