

POTTON TOWN COUNCIL

Minutes of the Meeting of the Potton Neighbourhood Planning Sub-group held on Tuesday 19<sup>th</sup> July 2016, at the Community Centre which started at 8.00pm.

**Present:** Cllr J. Hobbs Chairman, Cllr J. Lean Vice Chairman, Cllr R. Whitfield, John Day, Simon Crump, Bob Kett, Dan Norman and Jonathan Price Williams.

**Also Present:** Chris and Julia Barker from Gamlingay Neighbourhood Plan Steering Group, Sandra William from Wrestlingworth Neighbourhood Plan Steering Group and the Town Clerk.

<b>1</b>	<b>Apologies for Absence</b> Cllr G. Emery, Alice Ream, Brendan Moore, Chris Boxall, Gino Geraci, Nigel Young. Maureen Gale resigned from the steering group.
<b>2</b>	<b>Welcome to Chris Barker and Julia Barker from the Gamlingay Neighbourhood Plan steering group</b> <b>Welcome to Sandra Williams from the Wrestlingworth Neighbourhood Plan steering group – Agenda item 5</b>  The Chairman introduced Chris Barker and Julia Barker from the Gamlingay Neighbourhood Plan steering group and Sandra Williams from the Wrestlingworth Neighbourhood Plan steering group.  Julia Barker advised that Gamlingay are not as far forward as Potton with the Neighbourhood Plan.  Sandra Williams advised the following: <ul style="list-style-type: none"><li>• Wrestlingworth &amp; Cockayne Hatley on the 12<sup>th</sup> September 2016 will be submitting a pre-submission draft of the plan.</li><li>• Five people on the steering group.</li><li>• Volume of work to be completed was far higher than expected.</li><li>• Neighbourhood plans are more complex than when first started.</li><li>• A retired town planner joined the committee.</li><li>• Consultation report was completed.</li><li>• Important to demonstrate tried to engage.</li><li>• Difficult to engage with the youth as no youth club.</li><li>• Advise look back at previous things completed and for Potton this would include the town plan and Green Infrastructure Plan.</li><li>• People’s aspiration may change.</li><li>• Central Bedfordshire Council don’t charge for a Green Infrastructure plan.</li><li>• Included in Wrestlingworth &amp; Cockayne Hatley Green Infrastructure plan are aspirations for Potton Wood.</li></ul> Chairman advised that Wrestlingworth & Cockayne Hatley, Gamlingay and Potton are linked.  Sandra Williams advised the following: <ul style="list-style-type: none"><li>• Had a consultant, though the town planner has saved a fortune.</li><li>• Important that the town planner could get on with the consultant.</li></ul>

	<ul style="list-style-type: none"> <li>• The consultant was a critical friend.</li> <li>• Critical friend has looked at Central Bedfordshire Council’s current Local Plan to check that Wrestlingworth &amp; Cockayne Hatley Neighbourhood Plan is correct.</li> <li>• On the call for sites Wrestlingworth &amp; Cockayne Hatley are classed as a small village and Potton is classed as a medium size town.</li> <li>• Reviewed the settlement envelope for Wrestlingworth &amp; Cockayne Hatley.</li> <li>• Settlement envelope for Wrestlingworth &amp; Cockayne Hatley has been tidied up.</li> <li>• Planning Policy guidance for settlement envelope.</li> </ul> <p>The Chairman advised need to check Potton’s settlement envelope.</p> <p>Sandra Williams advised a Planning Officer from CBC visited Wrestlingworth &amp; Cockayne Hatley to look at the settlement envelope.</p> <p>The Chairman advised that Siobhan Vincent had been newly appointed by CBC to be the Neighbourhood Plan support officer.</p> <p>Sandra Williams advised the following:</p> <ul style="list-style-type: none"> <li>• In September 2016 all the documents submitted as part of the pre-submission will be on the Wrestlingworth &amp; Cockayne Hatley Parish Council website.</li> <li>• As Potton has completed its vision it now needs objectives and these can be linked to the town plan.</li> <li>• With regard to the Green Infrastructure Plan struggled to gain good evidence for the environmental section of the Neighbourhood Plan. Will speak to Bedfordshire Rural Communities Charity about changing the Green Infrastructure Plan so that the information is correct for the environmental section of the Neighbourhood Plan.</li> <li>• Green Infrastructure Plan workshop focus on what people wanted to see (aspirational view points), difficulty in justifying why certain views are good view points.</li> </ul> <p>A member of the committee asked is the Green Infrastructure Plan used for anything else in the Neighbourhood Plan.</p> <p>Sandra Williams advised the Green Infrastructure Plan is used in other areas of the Neighbourhood Plan.</p> <p>The Chairman thanked Sandra Williams.</p> <p>Sandra Williams left the meeting before the next item.</p>
<p><b>3</b></p>	<p><b>Declaration of Interest – Agenda item 2</b></p> <p>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.</p>

<b>4</b>	<p><b>To approve and sign the minutes of the meeting held on 28.06.16. – Agenda item 3</b></p> <p>Minutes of the meetings held on 28th June 2016 were approved and signed as a true and accurate record.</p>
<b>5</b>	<p><b>Matters arising – Agenda item 4</b></p> <p>No matter arising.</p>
<b>6</b>	<p><b>Website update</b></p> <p>The Chairman advised that Mike Horne is moving the Potton Neighbourhood Plan website forward and the Neighbourhood Plan website will link to the town council website.</p>
<b>7</b>	<p><b>Potton NP Pre-vision questionnaire update</b></p> <p>The Chairman advised that SurveyMonkey had been set up and the number of free replies had been used and then a twelve month licence had been purchased at a cost of £300.</p> <p>The Chairman advised he had downloaded information and he will distribute results so far to members of the committee.</p> <p>One hundred and ninety four response are on SurveyMonkey and these include thirty which Cllr Lean had entered following events at which people had completed a paper copy of the survey.</p>
<b>8</b>	<p><b>Update on Community Event – 4<sup>th</sup> July</b></p> <p>Data connection ideas from Jemma McLean from BRCC were used at the event. For example caterpillar with ages and stickers.</p> <p>The Chairman advised that turn out at both sessions were very low and the next event would take place on Saturday 1<sup>st</sup> October 2016.</p> <p>Members then discussed about for Potton Neighbourhood Plan to be considered as being effective a minimum of a twenty percent return of the main questionnaire is needed.</p> <p>The main questionnaire will be delivered to every household in Potton.</p>
<b>9</b>	<p><b>Feedback from meeting with Siobhan Vincent, CBC</b></p> <p>Item deferred to next meeting.</p> <p>The Chairman advised that Ms Vincent was complimentary with where Potton is at and what we are doing.</p> <p>The Chairman also mentioned that Ms Vincent advised that Central Bedfordshire Council can knock the policies out.</p>
<b>10</b>	<p><b>Feedback from CBC's Local Plan event on 13 July</b></p> <p>Cllr Lean advised about where Central Bedfordshire Council (CBC) are with the Local Plan. CBC advised that the plan would be written and presented by December 2017.</p>

	<p>CBC has a Duty to Cooperate Requirement - National legislation requires them to cooperate across boundaries. Neighbouring Councils (Stevenage, Milton Keynes, Bedford, Luton, Hemel Hempstead and St Albans) /other organisations, cross-boundary and strategic matters. Other Local Plans may affect CBC by asking CBC to accommodate some of their growth. Shared Housing Market Areas.</p> <p>What will be in the draft Local Plan? Preferred strategy for growth for consultation. Suite of up to date policies which will guide new development reflecting the latest national guidance and legislation. Range of broad locations for new homes and jobs. Proposals informed by new transport infrastructure. Environmental enhancement and protection.</p> <p>How many new homes? CBC needs between 28,000 – 32,000 dwellings over the period 2015 – 35. CBC has already built and given permission for around 25,000 of these. But unmet need from neighbouring authorities will add to our target. This means Central Bedfordshire may need to identify up to 23,000 extra new homes up to 2035.</p> <p>CBC need to be convinced that other large towns can't take more houses.</p> <p>Central Bedfordshire population in 2015 is 264,000 and population is likely to be 310,000 by 2035.</p> <p>To develop the local plan for Central Bedfordshire, CBC want to start community planning. What is Community Planning? Community planning provides opportunities for Town and Parish Councils and local residents to input information on their area that will help shape the Local Plan. Through workshops, Central Bedfordshire will be able to find out the opinion of local people for a particular area on subjects that are important to them and collect this important information within a Community Plan. Central Bedfordshire Council has setup fifteen grouped areas. Potton has been put in the same group as Sutton, Wrestlingworth and Eyeworth. Community Plan evidence can be used in the Neighbourhood Plan. The Community Plan is to start in October 2016.</p>
<p><b>11</b></p>	<p><b>Building the evidence base – see appendix 1</b> Members went through appendix 1.</p> <p>The Chairman asked for volunteers to join the sub groups.</p> <p>Membership of the sub groups is now as follows. Demographic profile of the local population – Lead: J Hobbs Local employment and industries – TBA Housing - Lead: J Lean and Dan Norman Transport – B Moore Natural environment and special landscapes – Lead: J Day with B Kett and A Ream. Historic environment – Lead: R Whitfield Town and local centres – S Crump Urban design - TBA</p>

	<p>Community infrastructure – TBA</p> <p>Members discussed about a target date for completion of the evidence, December 2016 had been suggested.</p> <p>Chairman advised he would ask for volunteers to join the above sub-groups.</p>
<b>12</b>	<p><b>Future community events – planning</b></p> <p>The Chairman advised it has been suggested that we seek input from the community on a different evidence based topic at our next community events and the sub-groups could therefore decide on questions / feedback that will highlight strengths and issues in each topic area.</p>
<b>13</b>	<p><b>Any Other Business</b></p> <p>A member asked for the contact list of people on the Neighbourhood Plan to be distributed to members. The Chairman advised that he was finalizing a list, though members already have members email addresses.</p> <p>A member suggested about using Google Drive and Dropbox for data storage so that all members of the Committee can access the information.</p> <p>A member asked whether members should contact Ms Vincent direct or should all contact to Ms Vincent go via the Chairman. The Chairman asked members to contact the Chairman with any questions for Ms Vincent.</p>
<b>14</b>	<p><b>Date of the Next Meeting.</b></p> <p>20<sup>th</sup> September 2016 @ 8pm.</p>

There being no further business, the meeting closed at 9.12pm

Signed .....Chairman

Dated.....