

POTTON NEIGHBOURHOOD PLAN
Minutes of a Meeting of the PTC sub group held on
Tuesday 8th December 2015, 7pm at the Community Centre.

Present: Councillors Mr J. Hobbs, Mr G. Emery, Mr J. Lean, Mr R. Whitfield

1 Application update

The application for Potton Parish to become a designated NP area has been submitted and CBC will begin the consultation process on Monday 14th December 2015.

JH informed the group that he had made contact with Jemma McLean at BRCC (Bedfordshire Rural Communities Charity) and she confirmed that they are able to support us in producing the plan. Jemma referred me to Sally Chapman at CBC who gave some initial advice by phone and advised me that workshop for new NP groups is planned for January 2016. It was agreed that JH and JL would attend this workshop.

2 NP Guidance

While there is not a set list of what you should (or should not) include in your neighbourhood plan, experience suggests that the following chapters work well for groups:

- introduction
- the neighbourhood area
- key issues
- vision and objectives
- planning policies – often by topic and including relevant maps
- appendices

Our focus therefore needs to be on the key issues for Potton and then forming a steering group to manage the NP process. JH agreed to download some NP's for reference / guidance.

3 Steering Group – terms of reference

Sally Chapman sent us a sample Terms of Reference for the steering group which I circulated to the sub group. This can be reviewed and refined at our next meeting.

4 Steering Group

After much discussion, it was decided that the Potton Town Council would invite Potton residents to volunteer to either join the Steering Group or assist in the production of the NP.

Various methods would be used to inform / communicate with residents, including:

- We Love Potton Facebook page
- Biggleswade Chronicle
- PTC Website
- Noticeboards throughout the town
- Newsletter – Adam Zerny and PTC

It was also suggested that we identify people that we feel would make a positive contribution the developing the NP and invite them to meet to discuss this. We agreed to ask Adam Zerny to join the sub group.

PTC would be asked to provide names of people who they think that we should invite. We will ask PTC for this invite to go out in their name, with responses made to the Town Clerk. Some suggested names were:

Sally Wildman
John Day
Kevin Savage
Lynda Wood
Steve Highland
Gerry Barker

JL agreed to draft a letter of invitation.

JH agreed to draft a poster that can also be used on the PTC website and Facebook.

5 Locality – Generic project plan

Sally Chapman provided a generic project plan which was circulated. This will be discussed at our next meeting.

6 Locality – Generic NP questionnaire

Sally Chapman provided a generic NP questionnaire which was circulated. This will be discussed at our next meeting and used as a basis for our own NP questionnaire. JH to download some other questionnaires from recommended NP projects.

7 Locality – Grants (My Community)

Sally Chapman sent us a link to the My Community website where we are able to apply for a grant of up to £8000 towards developing our NP. Suggestions for uses of the grant are:

- Developing a website
- Training sessions for members of the steering group
- Help with putting together a project plan
- Undertaking a household survey
- Help with developing the evidence base
- Engaging a planning expert
- Venue hire, publicity materials, printing and other costs associated with consultation.

A couple of key points to note with regards to a Neighbourhood Planning Grant:

- You can only apply for funds that you can spend within 6 months or before the end of the current financial year, whichever is the earliest.
- You can only apply for between £1000 and £8000. If your application is not within this range it will be automatically rejected.
- You cannot apply retrospectively for work that has already taken place.
- You cannot apply for the cost of staff or volunteer's time, except for specialist consultants.

8 The meeting closed at 20.30