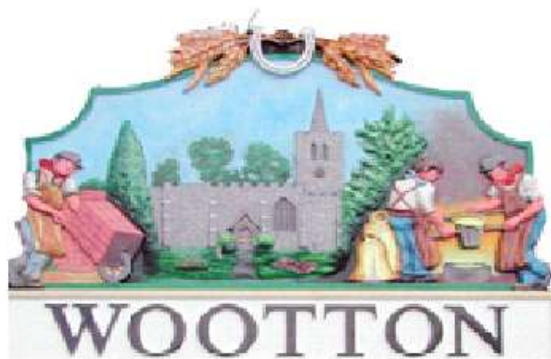




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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 16th September 2015 at 7.30pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Carol Wallman plus Parish Councillors Gerald Bygraves, Malcolm Chalmers, Gareth Lloyd, Paul Quirk and John Wheeler (also Bedford Borough Councillor). In Attendance: Sue Playford (Clerk).		
Absent			
Agenda no	Agenda item title	Resolution	Action
Welcome	Welcome and Introduction.	A brief round-the-table introduction was made by all present.	N/A.
NP15/01	Election of Chairman.	One nomination was received on the evening for Cllr Lloyd. Proposed: Cllr Quirk. Seconded: Cllr Chalmers. Resolved by all present.	Clerk to keep on file.
NP15/02	Apologies for absence. Cllr C. Bennett.	N/A.	Clerk to keep on file.
NP15/03	Appointment of new/additional Steering Group members.	Resolved to appoint Cllrs Brady and Wallace as new members. Proposed: Cllr Chalmers. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to keep on file.
NP15/04	To revisit what a Neighbourhood Development Plan is and why it is needed.	Cllr Lloyd gave a brief overview to remind all present what a Neighbourhood Development Plan (NDP) entailed and why it was needed. He stressed it could not be used to prevent development proposed by Bedford Borough Council (BBC) – either ongoing or as part of their fledgling Local Plan 2032. He quoted guidance as detailed in BBC's Neighbourhood Plans Guidance document (October 2012). Cllr Lloyd also provided all present with a copy of the areas being considered by BBC as part	Clerk to keep on file.

		of the Call for Sites (a pre-cursor to completion of the Local Plan 2032). He detailed any NDP should focus on what was needed within the village – such as a dentist, more recreational and/or nursery facilities and additional cemetery space. Cllr/BCllr Wheeler detailed the employment area within Fields Road South (FRS) was still on course, however Cllr Lloyd pointed out units to let within Wixhams remained empty despite having been advertised for several months. Cllr Lloyd also confirmed Wootton Parish Council (WPC) would be liable for all initial costs in the completion of a NDP, but that funding was available which could potentially be used to employ a professional development consultancy, in order to ensure the final document was robust enough to withstand a referendum and scrutiny by BBC. It was noted BBC would pay to examine the document.	
NP15/05	To approve terms of reference for the Steering Group as drafted by Wootton Parish Council and approved at its Annual Council Meeting on 20th May 2015.	Resolved to approve without amendment. Proposed: Cllr Lloyd. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.
NP15/06	To receive confirmation from the Chairman regarding the designation of the whole of the parish of Wootton as a Neighbourhood Area.	Cllr Lloyd detailed the area in question and confirmed BBC had confirmed the designation of the whole parish.	Clerk to keep on file.
NP15/07	Determine initial thoughts on what the Neighbourhood Development Plan's focus should be.	The need to work alongside BBC's Local Plan 2032 was reiterated and Cllr Lloyd asked if further development was a necessity, where would those present wish to see it. Alongside development was the need to look at all community age groups from birth through to death, ensuring the right facilities were delivered. Those present agreed an initial village-wide consultation was needed in order to learn what the focus should be and Cllr Bygraves recommended using bullet-point style headings to get information across to residents. Carol asked what other guidance was available for use (in addition to that circulated with the agenda) – the Clerk stated other NDP's were available to view online but none would be a perfect solution for Wootton. She also agreed to see what formats had been used by other parishes carrying out consultations.	Cllr Bygraves to draft an initial consultation document for review by all. Clerk to establish how other parishes have undertaken their consultations.

		Carol suggested community leaders be contacted and asked for their input and support – churches, schools, pre-schools, WI etc, with an invitation to attend the next meeting on 18th November 2015. Cllr Bygraves stressed the importance of tapping into all communities and asking relevant questions. The initial consultation must count and encourage people to speak and come forward.	
NP15/08	Determine a programme on how best to develop the NDP, the allocation of tasks as necessary and how best to consult with the community.	Following on from the above agenda item, it was agreed the Clerk would draft a letter (to be approved by all present), inviting all Annual Parish Meeting attendees to come along to the next meeting of this committee on 18th November 2015. The letter would provide soundbites based on Cllr Bygraves' draft document.	Cllr Bygraves to draft an initial consultation document for review by all. Clerk to draft a letter of invitation to all APM attendees.
NP15/09	To confirm dates of next meetings.	The meeting dates were confirmed without amendment.	Clerk to keep on file.

Meeting closed at 8.55pm.

Chairman.....

Date.....