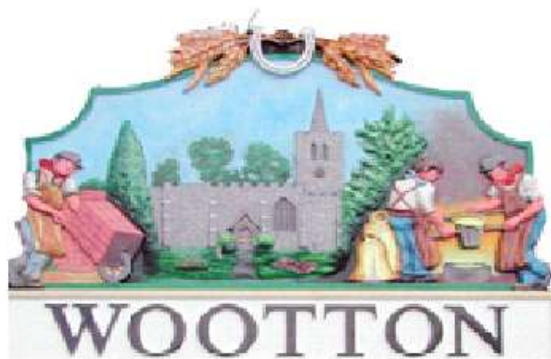




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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 18th November 2015 at 7.30pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Parish Councillors Gareth Lloyd (GL) (in the chair), Bill Brady (BB), Gerald Bygraves (GB), Paul Quirk (PDQ), Bob Wallace (BW) and John Wheeler (JW) - (also Bedford Borough Councillors) In Attendance: Sandra Jackson (SJ) and Sue Playford (Clerk).		
Absent	None.		
Agenda no	Agenda item title	Resolution	Action
Welcome	Welcome and Introduction.	Sandra Jackson joined the steering group.	N/A.
NP15/10	Apologies for absence. Carol Wallman, Cllrs Claire Bennett and Malcolm Chalmers.	N/A.	Clerk to keep on file.
NP15/11	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i> Members of the Neighbourhood Plan Steering Group are asked to receive and adopt the minutes of the Neighbourhood Plan Steering Group meeting held on 16 th September 2015.	Minutes were received and adopted. Proposed: Cllr Quirk. Seconded: Cllr Bygraves. Resolved by all present.	Clerk to keep on file.
NP15/12	To review an initial consultation document and determine how best to take it forward within the community.	GL recommended an electronic PDF version of the consultation document be available for completion in addition to paper copies. BW suggested using bullet points to cover all major areas. GL suggested housing/development be the last area in the	Clerk to keep on file.

Neighbourhood Plan Steering Group minutes 18th November 2015

Chairman.....

Date.....

		document for completion. The clerk recommended having it reviewed before being circulated – either by Bedford Borough Council or a professional planning consultant. There was a need to ensure all age groups had the same opportunity to complete the document – it should request house number and post code for quality control purposes, with a caveat that residents could answer only the questions they felt were important to them. The document was then reviewed by all present, with GL and the clerk making notes. It was agreed GL and the clerk would work on the document over the next 2-3 weeks before emailing it to everyone for further review. Date of next meeting: Wednesday 20th January 2016.	
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Meeting closed at 9.10pm.