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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 16th March 2016 at 7.15pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (GL) (in the chair), Bill Brady (BB), Stacey Gittens (SG – arrived 7.30pm), Sue Playford (SP), Paul Quirk (PDQ), Bob Wallace (BW) and John Wheeler (JW) – (also Bedford Borough Councillor for Wootton).		
Absent	None.		
Agenda no	Agenda item title	Resolution	Action
Welcome	Welcome and Introduction.		N/A.
NP16/05	Apologies for absence. Gerald Bygraves (GB), Malcolm Chalmers (MC), Sandra Jackson (SJ) and Carol Wallman (CW).	Resolved to accept.	SP to keep on file.
NP16/06	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 20 th January 2016.	Resolved to receive and adopt. Proposed: - BW. Seconded: - JW. Resolved by all present.	SP to keep on file.
NP16/07	To receive and comment on two Neighbourhood Plan workshops attended by Cllr Lloyd and the Clerk to the Council and to make a recommendation(s) to Full Council as necessary.	SJ forwarded comments for circulation to all, alongside her apologies. Please refer to Appendix 1. GL detailed a conversation he had with Sonia Gallagher (Senior Planning and Transportation Officer, Planning Policy, Bedford	SP to take forward.

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Chairman.....

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		Borough Council) after the second of the two workshops. He had previously been informed by Paul Rowland (Assistant Director Planning, Bedford Borough Council) that the national framework for car parking spaces within new developments could not be amended to increase the number of spaces (WPC had previously expressed concerns over the lack of parking spaces provided). Sonia however, had stated it could be increased within the NP if evidence were provided. As Wootton was a commuter village and parking issues throughout the village were well known and documented, GL believed parking issues should feature within the first of the NP questionnaires. GL then detailed the idea of appointing a project manager to manage the NP project, chasing as necessary and ensuring deadlines were adhered to. It was noted the three parishes who gave presentations at the first workshop were much smaller than Wootton and had been able to go door-to-door to collect completed questionnaires. Thought was needed on how best to achieve a good response within Wootton and it was noted a series of smaller questionnaires was the best way forward. The initial questionnaire would provide a basic vision, which would be used to create NP objectives. These would then be used to draft the relevant policies – meaning a better chance of passing BBC scrutiny and referendum. After discussion it was agreed SJ be asked if she would consider becoming project manager in terms of administration only (GL would remain chairman). SG suggested both she and CW assist SJ, if necessary.	
NP16/08	To consider how to apply information learnt from the workshops and understand how the Neighbourhood Plan should be formed and to develop a strategy of questionnaires. Determine those questions needed for the initial questionnaire, define the initial draft vision for Wootton and to make recommendation(s) to Full Council as necessary.	An action arising from the last meeting (NP16/04) was queried – JW had been asked to enquire of Paul Rowland whether plans for significant developments at Twinwoods and Wyboston would reduce pressure for further development elsewhere in the Borough (and specifically Wootton). He had yet to receive a response and agreed to continue to chase. GL detailed that Wootton was considered a commuter village and was within an area of least tranquillity (according to BBC	GL and SP to take forward.

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		records). Thought was needed on how to address those issues within the NP. SG suggested a question along the lines of – ‘what kind of tranquil areas would you like to see within Wootton – children’s parks, for example? BW added access to more open space and footpaths. The BBC had stated Wootton had good infrastructure – GL suggested a further question asking what that infrastructure was thought to be and what was lacking (not necessarily hard infrastructure such as buildings, but soft infrastructure such as clubs and organisations). A question on what residents liked/disliked about the village was thought relevant also as was parking issues. It was noted SP would be the point of contact if anyone wished to make suggestions without completing the entire questionnaire and several drop-off points for completed forms would be within the village – The Hub, other churches, doctors, library, schools, for example. SG suggested a leisure and community based question – ‘what would you like to see within Wootton?’ – with a list and tick box. Whichever were ticked (clubs, buses for example) a further area asking residents to specify further should be included. BW stressed the need for a balance between text and tick boxes. It was agreed the form include name as optional (to encourage more residents to complete it), with street name only and age and how long the resident had lived in Wootton. The questionnaire needed a statement on what it was for, detailing it was one of several to follow and a return date. An online version would be available also. After discussion it was agreed to get the initial document prepared ahead of the Annual Parish Meeting on 6th April 2016 and to circulate it with the agenda to all clubs and organisations, as a test document. They would be asked to either complete the form ahead of the APM or do so on the evening, during the refreshment break. All participants would be asked to highlight questions they thought difficult, plus those they thought relevant	
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		and time how long it took them to complete the form. All feedback would then determine the final document to be printed by 30th April 2016 and delivered shortly thereafter. Those clubs and organisations would then be asked to help collect completed forms. June's Wootton newsletter would promote their completion and final reminder, detailing the online version also. The deadline for completion would be mid-end June and the Fun Day (9th July could be used to launch Phase 2). It was suggested an informal school questionnaire could also be provided but queries were raised over targeting all age groups. GL felt if the form were simply placed in book bags, then the parent would complete it rather than the child. JW confirmed he would have a stall at the lower school's fete in early May to promote accordingly. SP was asked to investigate sources of funding to assist with the NP. GL was asked to provide the initial draft document which would be circulated to all for approval before being distributed with the APM agenda.	
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Meeting closed at 8.35pm.