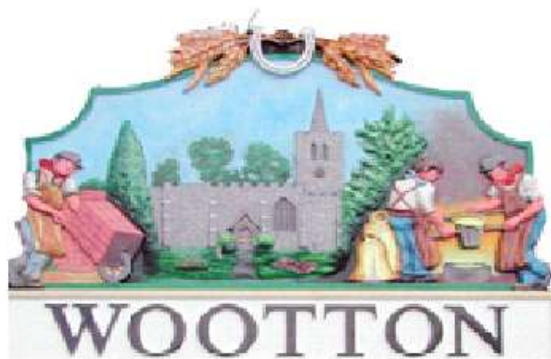




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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 18th May 2016 at 7.15pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (GL) (in the chair), Sandra Jackson (SJ), Stacey Gittens (SG), Sue Playford (SP), Paul Quirk (PDQ) and John Wheeler (JW). Cllr Wheeler is also the Borough Councillor for Wootton.		
Absent			
Agenda no	Agenda item title	Resolution	Action
Welcome	Welcome and Introduction.		N/A.
NP16/09	Apologies for absence. Bill Brady (BB), Gerald Bygraves (GB), Bob Wallace (BW) and Carol Wallman (CW).	Resolved to accept.	SP to keep on file.
NP16/10	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 March 2016.	Resolved to receive and adopt. Proposed: - JW. Seconded: - PDQ. Resolved by all present.	SP to keep on file.
NP16/11	To determine the need to employ the services of a professional planner to oversee the production of the Neighbourhood Plan, including any tender process and to make recommendation to Full Council as necessary.	A brief discussion was held regarding residents wishes to lobby WPC for additional young children's play equipment at the recreation ground and SG was encouraged to put together a petition (as a separate issue from the Neighbourhood Plan)	GL to circulate an initial draft tender to all members for approval prior to submission to Full Council.

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		requesting WPC take that forward. SP provided background on the benefits of appointing a professional planner, following advice she has received whilst attending a training day recently as part of her ongoing SLCC studies. Discussions were then held to determine how best to produce a suitable tender to attract the best candidates – it was important the successful candidate was aware of ongoing changes to the Borough Council’s Local Plan 2032 (now 2035 due to a change in timescales). The importance of a Neighbourhood Plan was recognised as it would allow WPC a greater say in any future development – such as housing styles and it was recognised the best way to keep on target and achieve a robust plan was to appoint a professional body/individual who would be willing to work with the steering group and take on board the work/ideas raised to date. It was thought the best approach would be to send an initial tender to gauge interest (and allow for creativity) after which a more detailed version could be produced for short-listed applicants. In the short term, green space/transport/facilities (such as medical, recreational, sports or educational) were considered a good starting point. It was suggested the parish council’s FunFest stall could have boards inviting residents to have their say on the above issues. The boards could be populated with the above topics and residents invited to expand on suggestions made/include their own thoughts by either adding stickers or using boxes for post-it notes. JW agreed to see if the lower school had noticeboards that could be used. Failing that, SP would purchase some in the hope the lower school would agree to store them. It was also agreed GL/SP would look at possibly purchasing a gazebo for the stall. The stall would need to be manned at all times – SJ offered her support and JW agreed to ask the churches and army cadets for their assistance also. A further call for assistance could be made	
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		at the up-coming lower school event – weather permitting.	
NP16/12	To receive a report from Cllr Lloyd on the availability of grants and to make recommendation to Full Council as necessary.	Agreed to put a recommendation forward to Full Council that the parish council seek funding from Locality.	SP to take forward.
NP16/13	To receive an update from Cllr Lloyd on the draft initial questionnaire.	Having agreed to make a recommendation to Full Council that a professional body/individual be appointed, the focus was on how best to promote the Neighbourhood Plan at the upcoming FunFest (Saturday 9 th July). It was noted however, work undertaken to date would remain the basis for initial and possibly subsequent questionnaire(s) and the successful candidate would be required to take this on board.	GL and SP to take forward.

Meeting closed at 8.30pm.

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