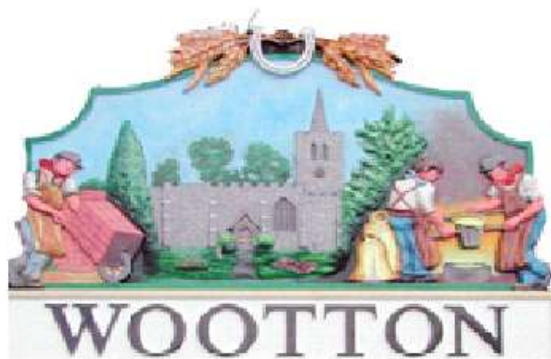




WOOTTON PARISH COUNCIL

3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](http://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 20th July 2016 at 7pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (GL) (in the chair), Clive Baker (CB), Sandra Jackson (SJ), Paul Quirk (PDQ), Sam Sanderson (SS) and Bob Wallace (BW). Sue Playford (SP) as Clerk to the council.		
Absent (no apologies received)			
Agenda no	Agenda item title	Resolution	Action
Welcome	Welcome and Introduction.		N/A.
NP16/14	Apologies for absence. Gerald Bygraves (GB), Stacey Gittens (SG), John Wheeler (JW). JW is also the Borough Councillor for Wootton.	Resolved to accept.	SP to keep on file.
NP16/15	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 18 th May 2016.	Resolved to receive and adopt. Proposed: PDQ. Seconded: SJ. Resolved by all present.	SP to keep on file.
NP16/16	To receive a report from Cllr Lloyd regarding feedback from Full Council on previous recommendations made by this Steering Group.	Recommendations included: The appointment of a professional body/individual to assist with the production of the Neighbourhood	SP to take forward.

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		Plan (NP); • SP to seek funding from Locality. Both issues were in hand.	
NP16/17	To receive a report from Cllr Lloyd and Sandra Jackson following an initial consultation carried out during the annual Fun Fest (9th July 2016) and to make recommendation to Full Council as necessary.	A report compiled by SJ was circulated ahead of the meeting – numbers were collated and detailed in bar charts. SP felt the findings reflected the type of complaints she received and SJ agreed it was a good starting point with which to take the three areas forward (Green Space, Infrastructure and Transport). Resolved to take the report forward to Full Council for formal approval. Proposed: GL. Seconded: PDQ. Resolved by all present.	SP to take forward.
NP16/18	To examine the attached draft invitation to tender with regard to the appointment of a professional planner to oversee the production of a Neighbourhood Plan and to make recommendation to Full Council as necessary.	GL stated the need to include as much information and detail as possible, in order to ensure applicants knew the exact specifics and responded accordingly. He made reference to the inclusion of equipment – this was necessary as the successful applicant could choose to have ballot boxes in situ throughout the village and they would be responsible for their maintenance and removal – not the parish council. SJ stated the document needed to be more specific and less generic, to avoid potential issues at examination and referendum. She detailed a Bedford Borough Council (BBC) document which referenced basic conditions and EU regulations. It was noted the successful applicant would be required to gather and collate information, assist at open consultations and be involved	GL and SP to take forward.

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		with the examination and referendum process. BW detailed Caddington/Slip End's Neighbourhood Plan which gave great detail. Wootton's would need to be along similar lines and cover business and housing development, plus the three categories previously detailed and it was accepted this could only be achieved with professional input. Once a NP was adopted, Bedford Borough Council would be obliged to consider it before granting further development and it would allow residents to have a say over issues such as parking requirements for any new developments and housing style. SJ then detailed national guidelines with regard to the referendum process. After further discussion it was resolved GL and SP continue to work on the draft tender over the next 2-3 weeks (using SJ's BBC document) before circulating to all and bringing back to the next meeting of this steering group, for recommendation to Full Council.	
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Meeting closed at 7.35pm.

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