



WOOTTON PARISH COUNCIL

3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



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

Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 21st September 2016 at 7.55pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (in the chair - GL), Gerald Bygraves (GB), Sandra Jackson (SJ) and John Wheeler (JW). JW is also the Borough Councillor for Wootton.(JW arrived at 8.30pm). Sue Playford (SP) as Clerk to the Council.		
Absent (no apologies received)			
Agenda no	Agenda item title	Resolution	Action
NP16/19	Apologies for absence. Clive Baker (CB), Stacey Gittens (SG), Paul Quirk (PDQ) and Bob Wallace (BW).	Resolved to accept.	SP to keep on file.
NP16/20	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP16/21	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	N/A.	N/A.
NP16/22	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 July 2016.	Resolved to receive and adopt. Proposed: SJ. Seconded: GL. Resolved by all present.	SP to keep on file.

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NP16/23	To receive a report from Cllr Lloyd regarding previous recommendations made by this Steering Group.	GL reported SJ's report had been received and accepted by Full Council. He added SP was unable to apply for funding from Locality (up to £9k) until a professional had been appointed to assist and it was detailed again why this was necessary. A completed Neighbourhood Plan had to withstand scrutiny by Bedford Borough Council, an independent examiner and referendum. The current budget was noted as £5k for start up costs and £10k for project costs.	SP to keep on file.
NP16/24	To approve the 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.	All present were happy with the tender contents. It was noted Full Council (12th October) would need to approve its contents before distribution to potential tenderers. The following points were to be added: • Cap budget at £10k with the proviso grants monies could be available in addition; • Completed tenders to be returned by Monday 12th December 2016; • Those short-listed are to make a 45 minute presentation on the evening of Wednesday 1st February 2017 – time slots to be allocated nearer the time. • The winning tenderer would be informed towards the end of February 2017. It was agreed SP would include an agenda item on Full Council for the 8th February 2017 – details of the presentations and preferred contractor (as agreed by this committee) would follow separately, due to timescales. Due to the above timescales, it was agreed NO MEETING OF THIS COMMITTEE would be held	JW and SP to take forward.

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		on 16th November. In terms of potential tenderers the following was agreed: • SP to draft an advertisement for the local press, website and Facebook page, calling for potential tenderers; • JW to ask Bedford Borough Council if they have a list of potential tenderers and if an advertisement can be placed with them; • SP to check with Locality for the same. Resolved to take the above item(s) forward to Full Council as necessary.	
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Meeting closed at 8.40pm.