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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 15th March 2017 at 8.20pm in The Hub, Wootton New Life Methodist Church, Cause End Road, Wootton

Present	Gareth Lloyd (in the chair – GL – parish councillor), Gerald Bygraves (GB – parish councillor), Bob Hensher (BH – parish councillor), Stuart O'Dell (SO – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. In attendance: Sue Playford (SP) as Clerk to the Council.		
Absent (no apologies received)	Bob Wallace (BW).		
Agenda no	Agenda item title	Resolution	Action
NP17/16	Apologies for absence. Stacey Gittens (SG), Sandra Jackson (SJ) and Paul Quirk (PQ – parish councillor). PQ's apologies were as a result of an incorrect venue detailed on the published agenda.	Resolved to accept.	SP to keep on file.
NP17/17	Disclosure of local and/or disclosable pecuniary interests. None.	JW declared a local interest in agenda item NP17/22 – as a board member of the Bedfordshire Rural Communities Charity (BRCC).	SP to keep on file.
NP17/18	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded. None.	N/A.	N/A.
NP17/19	To resolve to appoint Stuart O'Dell (SP – parish councillor) as a member of	Resolved by a show of hands to appoint SO as a	SP to keep on file.

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	the Neighbourhood Plan Steering Group.	member of the Neighbourhood Plan Steering Group. Proposed: GB. Seconded: BH. Resolved by all present.	
NP17/20	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 22 nd February 2017.	Resolved to receive and adopt. Proposed: GB. Seconded: JW. Resolved by all present.	SP to keep on file.
NP17/21	Matters arising from the minutes – for information only. None.	N/A.	N/A.
NP17/22	To take forward any resolution made by Full Council on 8th March 2017 in relation to the appointment of the Bedfordshire Rural Communities Charity (BRCC) to aid in the production of a Neighbourhood Plan and to make further recommendation to Full Council as necessary.	A meeting with BRCC (to take forward a Housing Needs Survey and Green Infrastructure Plan) was noted for the 27 th March. Agreed to report back on that meeting to either this steering group or Full Council, as necessary.	SP to keep on file.
NP17/23	To take forward any resolution made by Full Council on 8th March 2017 in relation to the appointment of a professional contractor to aid in the production of a Neighbourhood Plan and to make further recommendation to Full Council as necessary.	SP reported no additional tenders would be submitted following her recent request to contractors to reconsider the proposal. After discussion it was agreed to invite Regeneration Positive (RP) to attend the next steering group meeting (arranged for 29 th March 2017 at 8pm to replace the Leisure & Amenities committee meeting – venue is the Memorial Hall). Purpose was to determine timescales and clarify ownership of deliverables. BH to confirm RP's attendance. A meeting with a professional planner (in addition to Regeneration Positive) was noted for the 22 nd March. Information from that meeting would be reported back either to this steering group or Full Council, as necessary.	BH and SP to take forward.

Meeting closed at 8.45pm.

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Chairman.....

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