



# WOOTTON PARISH COUNCIL

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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 29<sup>th</sup> March 2017 at 8.05pm in The Memorial Hall, Bedford Road, Wootton.

| <b>Present</b>                        | Gareth Lloyd (in the chair – GL – parish councillor), Gerald Bygraves (GB – parish councillor), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Paul Quirk (PQ – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton.<br>In attendance: Brian Doggrell (BD – parish councillor).<br>In attendance: Sue Playford (SP) as Clerk to the Council.<br>In attendance: Trevor Roff (TR – Regeneration Positive). |                                                                  |                     |
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| <b>Absent (no apologies received)</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                  |                     |
| <b>Agenda no</b>                      | <b>Agenda item title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Resolution</b>                                                | <b>Action</b>       |
| <b>NP17/24</b>                        | <b>Apologies for absence.</b><br>Stacey Gittens (SG), Stuart O'Dell (SO – parish councillor) and Bob Wallace (BW – parish councillor).                                                                                                                                                                                                                                                                                                                                       | Resolved to accept.                                              | SP to keep on file. |
| <b>NP17/25</b>                        | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                  | N/A.                                                             | N/A.                |
| <b>NP17/26</b>                        | <b>To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b><br>None.                                                                                                                                                                                                                                                                                                            | N/A.                                                             | N/A.                |
| <b>NP17/27</b>                        | <b>Minutes of the previous meeting.</b><br><i>Minutes are published on the Wootton Parish Council website:<br/><a href="http://woottonpc.bedsparishes.gov.uk/">http://woottonpc.bedsparishes.gov.uk/</a>.</i>                                                                                                                                                                                                                                                                | Resolved to receive and adopt.<br>Proposed: GB.<br>Seconded: BH. | SP to keep on file. |

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|                | Members of the Neighbourhood Plan Steering group are asked to receive and adopt the minutes of the Neighbourhood Plan Steering group meeting held on 15 <sup>th</sup> March 2017.                                                                                                   | Resolved by all present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  |
| <b>NP17/28</b> | <b>Matters arising from the minutes – for information only.</b><br>None.                                                                                                                                                                                                            | N/A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A.                             |
| <b>NP17/29</b> | <b>To determine timescales and clarify ownership of deliverables as part of Regeneration Positive's tender application to be appointed as the professional contractor to aid in the production of a Neighbourhood Plan and to make recommendation to Full Council as necessary.</b> | <p>The idea was to get a better understanding of which tasks Regeneration Positive would own against those to be owned by the Steering Group and other professionals (Planner and BRCC).</p> <p>TR had compiled a work programme with key tasks (and owners) – copies were provided to those present.</p> <p>2-3 members from the Steering Group were expected to be involved at all stages – the Steering Group would collate material gained from the launch event and oversee graph production and similar. Regeneration Positive would provide relevant links to Bedford Borough Council policies, for example, and generally lead the process, although it would be a partnership. All printing and distribution costs would be borne by the parish council.</p> <p>It was noted that whilst the BRCC would undertake the Housing Needs Survey, Regeneration Positive would pull that information into a Neighbourhood Plan baseline report.</p> <p>SJ wanted to see tasks listed with their order of importance as some would involve more time than others and TR agreed to provide this.</p> <p>It was noted a launch event would be held on Friday evening and all day Saturday – members from the Steering Group would be expected to attend.</p> | SP to take to April Full Council |

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|                |                                                                                                                                                                                                            | <p>It was hoped a distribution company could be used to help with deliveries and collections (possibly using Freepost envelopes as will happen with the Housing Needs Survey). In summary, Regeneration Positive would lead, prepare and conclude the process.</p> <p>Resolved to recommend to Full Council that Regeneration Positive be appointed to aid in the production of the Neighbourhood Plan.</p> <p>Proposed: GB.</p> <p>Seconded: SJ.</p> <p>Resolved by all present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                          |
| <b>NP17/30</b> | <b>To receive an update from Cllr Hensher and the Clerk regarding their recent meeting with the Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.</b> | <p>BH gave background to the meeting with BRCC, following notes that were circulated ahead of this meeting.</p> <p>The following amendments to the Housing Needs Survey were requested:</p> <ul style="list-style-type: none"> <li>• Information on ongoing development was a requirement – to enable residents to understand where the village currently was in terms of housing;</li> <li>• The following question should be asked: “Do other occupants (under 18) at this address need housing in Wootton over the next 20 years”;</li> <li>• Add the missing response to Section 10 (as Bletsoe’s version);</li> <li>• Add name and address to Section 1.</li> </ul> <p>It was thought an end-of-April timescale might not be realistic to get the questionnaire out by – more time was needed to ensure the right questions were being asked. It was also important to forewarn residents this questionnaire and others would be coming and that they were all linked and of equal</p> | All to consider a draft initial leaflet. |

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|                |                                                                                                                                                                                 | <p>importance. TR's timetable could be used in terms of dates and a hard-hitting leaflet (to be produced ahead of the next meeting) would encourage residents to look for, and complete, all questionnaires. It would also be beneficial to have a schedule of all dates in place, with reference to all parties.</p> <p>The Green Infrastructure Plan was well received – it was hoped sufficient would attend the workshops to have six groups of six people – an easy number to oversee in terms of ideas, suggestions and mapping.</p> <p>After further discussion it was agreed to ask Jemma to push back her timescales (by 3-4 weeks) for the Housing Needs Survey to allow more time to determine the questions. Further agreed (with GB's approval as Chair of the Leisure &amp; Amenities committee) that the next meeting of this steering group be held on 26<sup>th</sup> April 2017 – at which sign off for the advertising leaflet and also Housing Needs Survey could be given, with the same recommendation given to Full Council.</p> |                     |
| <b>NP17/31</b> | <b>To receive an update from Cllr Hensher and the Clerk regarding their recent meeting with a professional planner and to make recommendation to Full Council as necessary.</b> | <p>BH gave background to the meeting with Sally Stroman (Head of Planning, APC Planning), following notes that were circulated ahead of this meeting. The steering group would need to determine how detailed the end Neighbourhood Plan report should be (there would be cost implications).</p> <p>Resolved to recommend to Full Council that APC Planning (Sally Stroman) be appointed to aid in the production of the Neighbourhood Plan.</p> <p>Proposed: BH.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SP to take forward. |

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|  |  | Seconded: SJ.<br>Resolved by all present. |  |
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Meeting closed at 8.50pm.