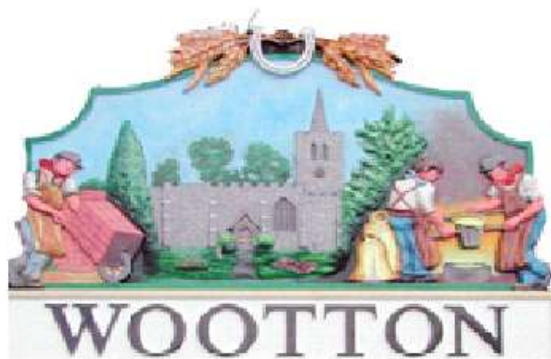




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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 26th April 2017 at 8.05pm in The Memorial Hall, Bedford Road, Wootton.

Present	Gareth Lloyd (in the chair – GL – parish councillor), Gerald Bygraves (GB – parish councillor), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Stuart O'Dell (SO – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. In attendance: Brian Doggrell (BD – parish councillor). In attendance: Sue Playford (SP) as Clerk to the Council. In attendance: Trevor Roff (TR – Regeneration Positive).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP17/32	Apologies for absence. Stacey Gittens (SG) and Paul Quirk (PQ – parish councillor).	Resolved to accept.	SP to keep on file.
NP17/33	Disclosure of local and/or disclosable pecuniary interests. TR wished to state for the minutes that Regeneration Positive were involved in the proposal for development at Wyboston.	Resolved to accept.	SP to keep on file.
NP17/34	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.
NP17/35	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i>	Resolved to receive and adopt. Proposed: GB. Seconded: SJ.	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 29 th March 2017.	Resolved by all present.	
NP17/36	Matters arising from the minutes – for information only. None.	N/A.	N/A.
NP17/37	To consider Project Planning as detailed by Regeneration Positive and to make recommendation to Full Council as necessary.	TR began by defining how this process would sit alongside Bedford Borough Council's ongoing consultation for its proposed Local Plan 2035. TR confirmed he would deliver items from the project plan at several stages. Sally Stroman (APC Planning) would be invited to attend a meeting of this steering group – either 17th or 31st May 2017 (TR would not be at the meeting on 17th). TR noted a site assessment deliverable had not been assigned – after discussion it was agreed SP contact Sally and request a quotation for assessment of all 21 sites (as detailed in Bedford Borough Council's ongoing "Call for Sites" consultation. Those findings were expected to be completed by Sep/Oct 2017. Concerns were raised over how to ensure affordable housing would be provided to residents of the village – it was noted this was a common problem not easily resolved by many parishes. This could be included as part of the draft Neighbourhood Plan. The launch date was confirmed as 8th/9th September – subject to venue. SP agreed to source a suitable location(s). It was hoped Martin Trinder (CVS Bromham) could hire out	All to take forward.

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		display boards. Information for boards would be provided by TR – it was hoped that could be signed off by this steering group on 28th June 2017, ahead of printing. Useful additional information for those boards included site/site entrance photographs, google earth images and the “Call for Sites” map from Bedford Borough Council’s website. Those present received the current framework of relevant strategic policies for Wootton and acknowledged the need to ensure the emerging Neighbourhood Plan was a fit with Bedford Borough Council’s strategic policy direction. Those present acknowledged the positive initial communication with the Local Planning Authority circulated by Regeneration Positive. The draft Project Plan and Work Programme was received/adopted – to be taken to Full Council for the same.	
NP17/38	To consider Community Engagement as detailed by Regeneration Positive and to make recommendation to Full Council as necessary.	After discussion it was agreed to have a separate Neighbourhood Plan website, with a link from Wootton Parish Council’s website and Facebook page. Information could be added ad-hoc – to include the exhibition boards after the launch event. It was thought greater emphasis was needed initially via Facebook to feed into the website(s). The newsletter could also provide much in the way of information. GL agreed to work on the technical aspects – wording would need to be provided by others.	All to take forward.

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		Those present considered and supported: • The short introduction to Neighbourhood Planning; • The set of typical questions and answers – these would be uploaded to the new website when developed.	
NP17/39	To consider a Consultation Launch as detailed by Regeneration Positive and to make recommendation to Full Council as necessary.	The following was agreed: • Green background with the Wootton Village Sign logo; • Strap line to read: Your Neighbourhood, Your Future; • Vision to read: To protect and strengthen Wootton's strong local identity and integrity as a historic rural village, working together to improve quality of life for those living, studying and working in Wootton. Five key themes were suggested: • Environment; • Village facilities; • Local economy; • Sustainable Community; • Housing. That order was considered key, to ensure as many residents were engaged as possible. Core objectives were to be endorsed at the next meeting of this steering group.	All to take forward.
NP17/40	To re-visit the Steering Group Terms of Reference and to make recommendation to Full Council as necessary.	SJ agreed to work on the Terms of Reference and bring a draft document back to this steering group in due course.	SJ to take forward.
NP17/41	To allocate responsibility for Neighbourhood Plan Theme Groups and to make recommendation to Full Council as necessary.	After discussion TR agreed to send examples of themes to all present, to enable a selection process at the next meeting of this steering group. It was hoped to assign two members, per subject.	TR to take forward.

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NP17/42	To identify Neighbourhood Plan Themes, identify sources of evidence for Baseline Reports and local needs/issues/characteristics and to make recommendation to Full Council as necessary.	This was covered as part of the above agenda items.	N/A.
NP17/43	To receive a report on a grant funding application and to make recommendation to Full Council as necessary.	SP confirmed an application for funding had been made to Locality – outcome not yet determined.	SP to keep on file.
NP17/44	To draft a publicity poster ahead of the upcoming Housing Needs Survey and to make recommendation to Full Council as necessary.	After discussion it was agreed to produce a “hard hitting” poster to be distributed at the same time (and with) the Housing Needs Survey. Timescales were AFTER the General Election. JW agreed to speak with BRCC to see if they had examples of posters. BH agreed to send a previous example sent by Wootton Parish Council to GL and SJ.	All to take forward.
NP17/45	To determine the final draft Housing Needs Survey (to be presented to APC Planning, Bedfordshire Rural Communities Charity and Regeneration Positive for their input and advice) and to make recommendation to Full Council as necessary.	The following amendments to the original draft were requested: • Remove the second paragraph from the introduction – page 1; • Move the request for additional forms into a footnote; • Branding was needed; • Q2 – amend to “top two priorities”; • Q4 – amend to “ Go to Section 3”; • Q10 – speak to BRCC to quantify “young”; • Add Section 3 – contact details. It was noted BRCC would have to determine the return date.	SP to take forward.

Meeting closed at 9.40pm.

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