



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 17th May 2017 at 7pm 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), Sandra Jackson (SJ), Stuart O'Dell (SO – parish councillor), Paul Quirk (PQ – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. In attendance: Brian Thompson, Roger and Michelle Dyson		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP17/46	Apologies for absence. Stacey Gittens (SG).	Resolved to accept.	SP to keep on file.
NP17/47	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP17/48	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.
NP17/49	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 26 th April 2017.	Resolved to receive and adopt. Proposed: JW. Seconded: SJ. Resolved by all present.	SP to keep on file.
NP17/50	Matters arising from the minutes – for information only.	N/A.	N/A.

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	None.		
NP17/51	To complete the short-term Project Plan and agree key stages up to and including launch on 8th/9th September 2017 and to make recommendation to Full Council as necessary.	N/A.	N/A.
NP17/52	To review stages, dates and resources for the Launch Event on 8th/9th September 2017 and to make recommendation to Full Council as necessary.	Resolved that more information is required about the content and format of the Launch Event. Proposed: SO. Seconded: SJ. Resolved by all present.	SP to add item on next agenda for TR to explain and all to discuss.
NP17/53	To review stages, dates and resources for the Housing Needs Survey and to make recommendation to Full Council as necessary.	Resolved to produce 3,500 copies of an A4 double sided poster. 2,500 to be delivered with Junes Wootton News, 1000 to be handed out at the polling stations. The Survey to be distributed by 19 th June and returned 7 July. Proposed: BH. Seconded: GD. Resolved by all present.	GL to find out when the poster must be printed and cost. SP to email all for volunteers for times and locations to hand out poster on polling day. The busy times are 7am – 9am, 3pm-4:30, 6pm-10pm. SP to liaise with BRCC on survey dates.
NP17/54	To review stages, dates and resources for the Neighbourhood Plan website and to make recommendation to Full Council as necessary.	A brief demonstration was given but more information was needed before the website could be linked to Facebook and the parish council's website.	GL to produce website map and an online Housing Needs Survey.
NP17/55	To review stages, dates and resources for the Green Infrastructure Plan and to make recommendation to Full Council as necessary.	Resolved to produce a letter asking for volunteers to help on the Green Infrastructure Plan and circulate it to all known groups within Wootton. The aim was to run the first workshop on 15 th June 2017, with an additional workshop a few weeks later at the upper school, run by those councillors who attended the first workshop. Remaining dates to be decided at a later stage. Proposed: BH. Seconded: SJ. Resolved by all present.	SJ to contact Bedfordshire Rural Communities Charity to obtain fuller information about the workshops. BH to draft the letter to be emailed by SP. SP to book a venue and the Bedfordshire Rural Communities Charity for 15 th June 2017. JW to organize WUS workshop.

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NP17/56	To review and approve the draft Housing Needs Survey and to make recommendation to Full Council as necessary.	Resolved to keep the “tick two items” and to remove the word “young” and “older” from question 10. Proposed: JW. Seconded: GD. Resolved by all present.	SP to liaise with Bedfordshire Rural Communities Charity regarding proposed changes.
NP17/57	To review and approve revised Terms of Reference for this committee and to make recommendation to Full Council as necessary.	Resolved to remove secretary and treasurer from the document and to state that workgroups may be formed. The document version should be 2.0 and the front cover changed. Proposed: GL. Seconded: SJ. Resolved by all present.	SP to make changes for review at the next meeting.
NP17/58	To review and approve a Neighbourhood Plan publicity poster and to make recommendation to Full Council as necessary.	No poster was available to review.	SP to include as an agenda item at the next meeting.
NP17/59	To assign members (two per theme) to the Neighbourhood Plan Theme Groups and to make recommendation to Full Council as necessary.	Resolved that SJ would work on Environment, SO to work on Village Facilities and BH to work on Housing. All to review examples sent by TR and decide which areas to work on at the next meeting. Proposed: SJ. Seconded: SO. Resolved by all present.	All to take forward.
NP17/60	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	N/A.	N/A.
NP17/61	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	N/A.	N/A.
NP17/62	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	Resolved all to review the Community Engagement Report and Engagement Strategy ahead of their adoption at next meeting. TR to confirm how both documents would be used and give fuller information about the launch event.	All to take forward.

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		Proposed: GL. Seconded: SO. Resolved by all present.	
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Meeting closed at 8.44pm.