



WOOTTON PARISH COUNCIL



LOCAL COUNCIL
AWARD SCHEME
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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 31st May 2017 at 8.05pm in 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) and Stuart O'Dell (SO – parish councillor). In attendance: Sue Playford (SP) as Clerk to the Council. In attendance: Sally Stroman (SS – APC Planning). In attendance: Trevor Roff (TR – Regeneration Positive).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP17/63	Apologies for absence. Stacey Gittens (SG), Paul Quirk (PQ – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton.	Resolved to accept.	SP to keep on file.
NP17/64	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP17/65	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.
NP17/66	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	Resolved to receive and adopt. Proposed: GB. Seconded: SO. Resolved by all present.	SP to keep on file.

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	17 th May 2017.		
NP17/67	Matters arising from the minutes – for information only. None.	N/A.	N/A.
NP17/68	To review and approve revised Terms of Reference for this committee and to make recommendation to Full Council as necessary.	Resolved to approve without amendment and to make the same recommendation to Full Council. Proposed: GB. Seconded: SJ. Resolved by all present.	SP to take forward.
NP17/69	To receive clarification from Regeneration Positive on the document “Community Engagement Strategy” and to clarify its target audience.	TR stated the document was complete – policies and governance were in place and the document would ensure a strong consultation strategy statement. He recommended it now be endorsed by Wootton Parish Council (WPC).	SP to take forward.
NP17/70	To receive clarification from Regeneration Positive on the document “Community Engagement Report” and to clarify its target audience.	The report was for consideration by this steering group and would form the basis of the launch event, providing background, identifying the strapline, vision, core objectives (draft only, at this stage) and likely actions. It would build the presentation and display boards.	N/A.
NP17/71	To receive clarification from Regeneration Positive regarding the launch event (8th/9th September 2017) including its purpose and intended outcome.	The launch event would highlight progress made so far, with the vision and core objectives. It was hoped it would encourage interaction and dialogue on the shape of the village to come – without leading the public. For many, it would be their first introduction to the Neighbourhood Plan process. Refreshments would be needed. SP had yet to contact CVS Bedford (Martin Trinder) to request hire of their display boards but would do so. TR confirmed they would be large enough to carry Google Map photos of all key sites, which would provide a good visual aid. SO added Bedford Borough Council (BBC) may also be able to provide display boards, if	SP to take forward.

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		additional were needed, stating tables would also be needed for each theme group (5 in total) in order to explain what each focus was. The intention was for the exhibition to 'lead' people through a display – with housing the final theme.	
NP17/72	To receive fuller information from Regeneration Positive before completing the short-term Project Plan and agreeing key stages up to and including launch on 8th/9th September 2017 and to make recommendation to Full Council as necessary.	TR explained green meant an event/process was complete, amber was in progress and red was not started. He then provided GL with details on each step (Appendix A). GL – can you provide this please? GL queried how best to ensure good attendance at the Green Infrastructure Plan (GIP) workshops (first one – 15th June). BH confirmed he would send his draft letter asking for volunteers to SP for circulation to all known groups within the village. SJ agreed to send two documents in her possession from Bedfordshire Rural Communities Charity (BRCC) to BH. It was thought worthwhile considering inviting key people an hour ahead of official opening (4pm on 8th).	All to take forward.
NP17/73	To determine the final Housing Needs Survey draft before printing.	Agreed to change the return date to 14th July 2017 – copies unchanged at 2,300. GL confirmed he had placed the survey online and would inform BRCC. SJ reported a few issues during testing and it was agreed they would speak outside this meeting to resolve them. The online version needed to be advertised on Facebook (all relevant Wootton pages) and WPC's website and reference was needed on the document.	GL, SJ and SP to take forward.
NP17/74	To receive a report from GL on the Neighbourhood Plan "awareness" poster and to determine volunteers to distribute the same on Election Day.	GL confirmed he would take forward all amendments before printing.	All to take forward.

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		Leaflets would be handed out on election day (8th June 2017) as follows: Memorial Hall: GL and SO (times to be determined by them); Village Hall: GB, SJ and JW (times to be determined by them). JW to see if the lower school will include the same in bookbags.	
NP17/75	To receive an update with regard to reviewing stages, dates and resources for the Green Infrastructure Plan and to make recommendation to Full Council as necessary.	The Memorial Hall was booked for the first workshop – Thursday 15th June 2017. SP to send the letter when received from BH to all known contacts (including schools, other employers, churches, Forest of Marston Vale and Pamela Stevenson). All present agreed to publicise the event.	All to take forward.
NP17/76	To review and adopt the Community Engagement Strategy.	Resolved to adopt without amendment. Proposed: GB. Seconded: BH. Resolved by all present.	SP to keep on file.
NP17/77	To review and adopt the Community Engagement Report.	Resolved to adopt without amendment. Proposed: GB. Seconded: BH. Resolved by all present.	SP to keep on file.
NP17/78	To review and adopt all Exhibition Board posters.	Agreed to feedback all observations and review again at the next meeting of this steering group (28th June 2017).	All to take forward.
NP17/79	To review the assignment of members (two per theme) to the Neighbourhood Plan Theme Groups.	SP agreed to include an agenda item at next Full Council calling for more volunteers and it was hoped members of the public would also come forward after the first GIP workshop – as two themes were not yet covered (Local Economy/Sustainable Communities). TR suggested asking a prospective A level student, so SS agreed to provide SP with suitable wording before asking JW to take that	All to take forward.

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		request forward with the upper school. GL added the hope was to replicate the first GIP workshop at the upper school.	
NP17/80	To receive an update from APC Planning (Sally Stroman) regarding assignment of the “Site Assessment” deliverable and to make recommendation to Full Council as necessary.	SS had discussed site assessment with TR – her current appointment covered preparation of the Neighbourhood Plan only. SS asked if WPC wanted more housing as the emerging Local Plan indicated none was coming forward at the present time. She added however, there were proposals which could be risky in terms of future development, not least as The Crown Estate had, and intended, to keep putting all their land forward. In that instance, it would be better if WPC chose sites rather than have proposals forced upon it. SS stressed any site assessment would have to be unbiased. After further discussion it was thought a site assessment would be a valuable piece of work, however SS needed to understand in greater detail WPC’s aspirations. It was thought best to allow the launch to take place before delivering any findings which would allow SS time to gain a better understanding and also submit her fee proposal. Delivery was thought best by the end of Sep/early Oct to promote questions within the Neighbourhood Plan questionnaire. SP agreed to include an agenda item at next Full Council to formally approve SS’s appointment.	SP and SS to take forward.
NP17/81	To receive a report from GL regarding the Neighbourhood Plan website.	GL confirmed the website was live but not yet advertised as he was waiting on fuller information. An events list would be included.	GL to take forward.
NP17/82	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	N/A.	N/A.

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NP17/83	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	N/A.	N/A.
NP17/84	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	N/A.	N/A.

Meeting closed at 9.25pm.

