



WOOTTON PARISH COUNCIL



LOCAL COUNCIL
AWARD SCHEME
QUALITY

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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 28th June 2017 at 8.00pm 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 Paul Quirk (PQ – parish councillor). In attendance: Trevor Roff (TR – Regeneration Positive).		
Absent (no apologies received)	Brian Doggrell (BD – parish councillor), Stuart O'Dell (SO – parish councillor) and Hazel Martin (HM – parish councillor)		
Agenda no	Agenda item title	Resolution	Action
NP17/85	Apologies for absence. Stacey Gittens (SG) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton.	Resolved to accept.	SP to keep on file.
NP17/86	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP17/87	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.
NP17/88	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 31 st May 2017.	Resolved to receive and adopt. Proposed: GB Seconded: SJ Resolved by all present.	SP to keep on file.
NP17/89	Matters arising from the minutes – for information only.	N/A.	N/A.

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	- NP17/68 – Terms of Reference. Adopted by Full Council 14th June 2017 (FC17/146). Move to close. - NP17/69 – Community Engagement Strategy. Endorsed by Full Council 14th June 2017 (FC17/146). Move to close. - NP17/71 – Display boards. SP and SO have secured all boards needed. Move to close. - NP17/73 – Housing Needs Survey. Now with the printers ahead of distribution. - NP17/74 – Awareness posters. Delivered to all households. Move to close. - NP17/75 – Green Infrastructure Plan (GIP). First workshop was held 15th June 2017 and was well attended. - NP17/79 – Neighbourhood Plan Theme Groups. Call for more volunteers was made at Full Council 14th June 2017. Request via Wootton Upper School for a prospective A level student to assist has been made. GL intends to replicate the GIP workshop at the upper school. - NP17/80 – Site Assessments. Resolved at Full Council 14th June 2017 (FC17/146) to appoint Sally Stroman (APC Planning) to undertake this work.		
NP17/90	To consider progress against the Project Plan/Work Programme and to make recommendation to Full Council as necessary.	On course	
NP17/91	To consider progress on the launch event (8th/9th September 2017) and to make recommendation to Full Council as necessary.	Feedback on posters and letter. No red on green as this can be hard for colour blind readers. A beige or cream background is best for those with poor eyesight. Need to update the workgroup members on the poster. A4 posters to be displayed around the village and on Facebook by Mid-August. Letters to homes by the first weekend in September. Need to get quotes for printing posters at A0. TR will update posters so they can be sent to	SP to send TR current list of members. TR to amend posters and add maps. SP to display poster in noticeboards and Facebook and organise printing and delivery of letter. SP to obtain quotes once TR has sent final posters

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		our printers and colour shop for quotes. NP website linked from Parish website once the NP has been updated. For the launch 12 large tables are needed. Volunteers who know about the NP to work on the boards and volunteers for serving in the kitchen. Someone to take pictures at the event. A power point slide show of old to new Wootton be displayed at the launch.	SP to add link to Website and Facebook page. GL to do other Facebook pages around Wootton Help needed to organise tables and get them to the hall on Friday. SP put on FC agenda that volunteers are needed for boards and kitchen. BH to get photos of Wootton. Help needed to create Power point presentation and find a laptop projector
NP17/92	To receive an update on the assignment of members (two per theme) to the Neighbourhood Plan Theme Groups, consider progress to date (by theme) and to make recommendation to Full Council as necessary.	SJ presented theme 1, needs to complete first 3 chapters for launch. Needs help. Need people for sustainable and local economy.	SP to create FC agenda item asking for volunteers for producing documents.
NP17/93	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 confirmed with SP she had begun this process but was still in the early stages.	N/A.
NP17/94	To receive an update from GL regarding the Neighbourhood Plan website.	Take words from posters for five key elements. Events page use timeline poster.	GL to update NP website.
NP17/95	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	No further information received.	N/A.
NP17/96	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	No further information received.	N/A.
NP17/97	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	No further information received.	N/A.

Meeting closed at 9.25pm.

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