



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 26th July 2017 at 8.00pm in Memorial Hall, Bedford Road, Wootton.

Present	Gerald Bygraves (GB – in the chair in the absence of GL – parish councillor), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ) and Paul Quirk (PQ – parish councillor). In attendance: Hazel Martin (HM – parish councillor), Jeff Noakes (JN – parish councillor) and Trevor Roff (TR – Regeneration Positive).		
Absent (no apologies received)			
Agenda no	Agenda item title	Resolution	Action
NP17/98	Apologies for absence. Brian Doggrell (BD – parish councillor), Stacey Gittens (SG), Gareth Lloyd (GL – parish councillor), Stuart O'Dell (SO – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton.	Noted for the minutes.	SP to keep on file.
NP17/99	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP17/100	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.
NP17/101	To appoint Cllrs Martin and Noakes as members of the Neighbourhood Plan Steering Group.	Resolved to appoint Cllrs Martin and Noakes as members of this steering group. Proposed: BH. Seconded: PDQ. Resolved by all present.	SP to keep on file.
NP17/102	Minutes of the previous meeting.	Resolved to receive and adopt.	SP to keep on file.

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	<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 28th June 2017.	Proposed: PDQ. Seconded: BH. Resolved by all present.	
NP17/103	Matters arising from the minutes – for information only. - NP17/73 – Housing Needs Survey. Delivered and responses awaited*. - NP17/75 – Green Infrastructure Plan (GIP). First workshop was held 15th June 2017 and was well attended. Further information awaited from Bedfordshire Rural Communities Charity (BRCC)*. - 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**. - NP17/91 – A4 posters to be displayed around the village and on Facebook – mid-August. Letters to homes – week commencing 28th August 2017. SP to take forward once signed off. Refer to agenda item NP17/104. - NP17/92 – Volunteers needed to help produce documentation. At the latest Full Council meeting (12th July 2017), Cllrs Martin and Quirk volunteered to assist.	*SP to chase BRCC on both issues. **It was understood an A level student would be available to assist in September 2017 and that GL would replicate the GIP workshop at the upper school at that time.	SP to take forward.
NP17/104	To consider progress against the Project Plan/Work Programme and to make recommendation to Full Council as necessary.	TR confirmed all was in hand with the exception of the two theme groups not yet allocated to anyone (Local Economy and Sustainable Community).	N/A.
NP17/105	To consider progress on the launch event (8th/9th September 2017) and to make recommendation to Full Council as necessary.	Resolved to sign off the following: - Launch event invitation letter**; - Village poster; - Main exhibition consultation material*; - Site specific consultation material*. Further resolved to appoint BBC to print the above (on 195gsm polypropylene - £331.50)* and Bespoke Media to print and deliver the above**.	All to take forward.

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		Proposed: PDQ. Seconded: BH. Resolved by all present. Page 3 of the work programme was discussed in detail. SP confirmed the scout hut had been booked for the event. SP to confirm/action the following: • Whether CVS would deliver and collect the noticeboards; • How many tables/chairs are already in the scout hut – if insufficient – look to hire 15 larger and 4 smaller tables plus chairs; • Whether BRCC could reproduce the “Call for Sites” map and include areas of green space; • Produce a timetable (two-hourly slots) for the event, to recruit councillor volunteers to assist and raise the issue again at the next Full Council meeting; • Ensure all name badges were available; • Ensure all stationery items were available; • See if volunteers from The Hub would serve refreshments (consider a donation to The Hub in return); All present were asked to consider which groups and organisations to invite to a pre-launch. GB agreed to source a quotation to print the “Call for Sites” map – as large as possible. HM agreed to welcome people to the event,	
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		ticking them off against the electoral register. GL to confirm arrangements for a rolling powerpoint display. BH agreed to source refreshments. A photographer was needed – photos to be published after the event. A feedback form was also required to obtain views. Post-it notes would be colour-themed. SJ agreed to input all feedback into a spreadsheet after the event.	
NP17/106	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.	It was noted both Local Economy and Sustainable Community themes were not yet covered. GB and JN agreed to work together on Local Economy. Environment Theme Report was advancing well – SP to forward to Full Council in the hope further volunteers could be recruited. TR agreed to supply a draft template for each theme to provide a starting point for engagement. It was noted JW was best placed to obtain information from BBC.	All to take forward.
NP17/107	To consider a response to Bedford Borough Council (BBC) with regard to potential allocation of development sites and/or designation of Local Green Spaces as part of the Neighbourhood Plan and to make recommendation to Full Council as necessary.	Resolved to forward TR's draft response to BBC. Proposed: BH. Seconded: GB. Resolved by all present.	SP to take forward.
NP17/108	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 confirmed with SP she was moving forward with the work.	SS to take forward.

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NP17/109	To receive an update from GL regarding the Neighbourhood Plan website.	In GL's absence, no further updates were available.	GL to take forward.
NP17/110	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	N/A.	N/A.
NP17/111	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	N/A.	N/A.
NP17/112	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	N/A.	N/A.

Meeting closed at 9pm.

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