



# WOOTTON PARISH COUNCIL



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY

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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 30<sup>th</sup> August 2017 at 8.10pm in Memorial Hall, Bedford Road, Wootton.

| <b>Present</b>                        | Gareth Lloyd (GL – parish councillor, in the chair), Gerald Bygraves (GB – parish councillor), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – parish councillor) and Paul Quirk (PQ – parish councillor).<br>In attendance – Clive Baker (CB) and Lisa Lewis (LL – parish councillor).                                      |                                                                                              |                     |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------|
| <b>Absent (no apologies received)</b> | Hazel Martin (HM – parish councillor)                                                                                                                                                                                                                                                                                                                                                             |                                                                                              |                     |
| <b>Agenda no</b>                      | <b>Agenda item title</b>                                                                                                                                                                                                                                                                                                                                                                          | <b>Resolution</b>                                                                            | <b>Action</b>       |
| <b>NP17/113</b>                       | <b>Apologies for absence.</b><br>Brian Doggrell (BD – parish councillor), Stacey Gittens (SG), Trevor Roff (TR – Regeneration Positive) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton.                                                                                                                                                                 | Noted for the minutes.                                                                       | SP to keep on file. |
| <b>NP17/114</b>                       | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                                                                                                                                                                                                                                       | N/A.                                                                                         | N/A.                |
| <b>NP17/115</b>                       | <b>To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.</b><br>None.                                                                                                                                                                                                                                 | N/A.                                                                                         | N/A.                |
| <b>NP17/116</b>                       | <b>Minutes of the previous meeting.</b><br><i>Minutes are published on the Wootton Parish Council website:<br/><a href="http://woottonpc.bedsparishes.gov.uk/">http://woottonpc.bedsparishes.gov.uk/</a>.</i><br>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 <sup>th</sup> July 2017. | Resolved to receive and adopt.<br>Proposed: SJ.<br>Seconded: JN.<br>Resolved by all present. | SP to keep on file. |

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| NP17/117 | <p><b>Matters arising from the minutes – for information only.</b></p> <ul style="list-style-type: none"> <li>• NP17/73 – Housing Needs Survey. Delivered and responses awaited.</li> <li>• NP17/75 – Green Infrastructure Plan (GIP). First workshop was held 15<sup>th</sup> June 2017 and was well attended. Further information awaited from Bedfordshire Rural Communities Charity (BRCC).</li> <li>• NP17/106 – Neighbourhood Plan Theme Groups. Call for more volunteers was made at Full Council 14<sup>th</sup> June 2017 and again (9<sup>th</sup> August 2017). Still require a volunteer to cover Sustainable Community. Request via Wootton Upper School for a prospective A level student to assist has been made and GL intends to replicate the GIP workshop at the upper school in September 2017.</li> <li>• NP17/91 +NP17/104 – A4 posters have been displayed around the village and on Facebook. Letters of invitation were due to be delivered week beginning 28<sup>th</sup> August 2017.</li> </ul> | No further comments received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | All to take forward. |
| NP17/118 | <p><b>To consider progress and last minute issues ahead of the launch event (8<sup>th</sup>/9<sup>th</sup> September 2017) and make recommendation to Full Council as necessary.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>The following bullet points were noted:</p> <ul style="list-style-type: none"> <li>• SP had post-it notes (5 colours), plus the large-scale map and would ensure all other stationery items were ordered in good time (including a note book for attendees to sign in with – name and postcode only);</li> <li>• BH had all display posters and would purchase refreshments;</li> <li>• GB agreed to collect the display boards from CVS on Thursday 7<sup>th</sup> September (and return Monday 11<sup>th</sup>) – SP to confirm those arrangements with CVS;</li> <li>• SO would collect the remaining display boards from Bedford Borough Council (BBC);</li> <li>• SP confirmed tables and chairs were already in the scout hut – extra tables would be sourced from the church hut next door;</li> <li>• SO agreed to bring a TV screen to play the N Plan video currently available through the website – GL would check on cabling requirements;</li> </ul> | All to take forward. |

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|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|                 |                                                                                                                                                           | <ul style="list-style-type: none"> <li>• GL would investigate placing A-Frame advertising boards (for publicity) by the entrance to the scout hut;</li> <li>• SP confirmed the letters of invitation would be distributed this week – members to advise when received.</li> </ul> |                     |
| <b>NP17/119</b> | <b>To receive an update from GL regarding the Neighbourhood Plan website.</b>                                                                             | GL confirmed he would work on the website this week, ahead of the launch.                                                                                                                                                                                                         | GL to take forward. |
| <b>NP17/120</b> | <b>To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.</b>                  | SP reported that SS was still working on the site assessment work.                                                                                                                                                                                                                | SP to keep on file. |
| <b>NP17/121</b> | <b>To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.</b> | No further comments received.                                                                                                                                                                                                                                                     | N/A.                |
| <b>NP17/122</b> | <b>To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.</b>                         | No further comments received.                                                                                                                                                                                                                                                     | N/A.                |

**Meeting closed at 8.35pm.**