



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 27th September 2017 at 7:55pm in Memorial Hall, Bedford Road, Wootton.

Present	Gareth Lloyd (GL – parish councillor, in the chair), Gerald Bygraves (GB – parish councillor), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Hazel Martin (HM – parish councillor), Jeff Noakes (JN – parish councillor), 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 – Jemma McLean (Bedfordshire Rural Communities Charity – BRCC) and Trevor Roff (TR – Regeneration Positive).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP17/123	Apologies for absence. Brian Doggrell (BD – parish councillor). Sue Playford (SP – clerk) was not in attendance due to ill health.	Noted for the minutes.	SP to keep on file.
NP17/124	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP17/125	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.
NP17/126	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>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 30 th August 2017.	Resolved to receive and adopt. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present.	SP to keep on file.

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NP17/127	Matters arising from the minutes – for information only. - NP17/73 + NP17/128 – Housing Needs Survey. Refer to agenda item NP17/128. - 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). - NP17/106 – Neighbourhood Plan Theme Groups. Call for more volunteers was made at Full Council 14th June 2017 and again (9th 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 a scaled-down display of the launch is due to take place at the upper school on 28th September 2017. - NP17/104 + NP17/129 – Launch progress. A4 posters have been displayed around the village and on Facebook. Letters of invitation were due to be delivered week beginning 28th August 2017. Refer to agenda item NP17/129.	No further comments received.	SP to keep on file.
NP17/128	To receive a report from Jemma McLean (Bedfordshire Rural Communities Charity – BRCC) following a recently completed Housing Needs Survey, undertaken by them on behalf of Wootton Parish Council as part of its Neighbourhood Plan and to make recommendation to Full Council as necessary.	Jemma McLean detailed the Housing Needs Survey report, compiled by BRCC.	SP to keep on file.
NP17/129	To receive a report from Sandra Jackson and Trevor Roff (Regeneration Positive) following the Neighbourhood Plan launch and to make recommendation to Full Council as necessary.	TR discussed two reports circulated on 19 th September 2017. SJ confirmed she had sent the Call for Sites report to SS.	All to note.
NP17/130	To receive a report from Trevor Roff (Regeneration Positive) on the next stage(s) of the Neighbourhood Plan and to make recommendation to Full Council as necessary.	It was agreed to send all comments on the latest draft questionnaire to TR by end of Monday 2nd October 2017. The questionnaire needed to be distributed by mid-October 2017 and prizes of £200, £100 and £50 (a choice of shopping vouchers) required agreement by Full Council. It was noted BRCC would examine the draft questionnaire (at no cost) before its distribution and they would also quote to print,	All to note.

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		mail and receive freepost replies.	
NP17/131	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.	No further comments received.	N/A.
NP17/132	To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website.	It was noted the website was still very basic and required more work.	GL to take forward.
NP17/133	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	No further comments received.	N/A.
NP17/134	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	It was noted a single page leaflet about the upcoming Green Infrastructure Plan workshop (anticipated to be 1st November 2017) would be added to the questionnaire, for delivery mid-October 2017.	All to note.
NP17/135	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	No further comments received.	N/A.

Meeting closed at 9.15pm.

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