



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 15th November 2017 at 8.10pm in The Hub, Wootton New Life Methodist Church, Cause End Road, Wootton.

Present	Gareth Lloyd (GL – parish councillor, in the chair), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Hazel Martin (HM – parish councillor), Jeff Noakes (JN – parish councillor) and Stuart O'Dell (SO – parish councillor). One resident was also in attendance.		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP17/136	Apologies for absence. Gerald Bygraves (GB – parish councilor), Paul Quirk (PQ – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. Trevor Roff (TR - Regeneration Positive) and Sally Stroman (SS – APC Planning).	Noted for the minutes.	SP to keep on file.
NP17/137	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP17/138	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.
NP17/139	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i>	Resolved to receive and adopt. Proposed: JN.	SP to keep on file.

Neighbourhood Plan Steering Group minutes 15th November 2017

Chairman.....

Page | 1

Date 29th November 2017

	http://woottonpc.bedsparishes.gov.uk/ . Members of the Neighbourhood Plan Steering group are asked to receive and adopt the minutes of the Neighbourhood Plan Steering group meeting held on 27 th September 2017.	Seconded: SJ. Resolved by all present.	
NP17/140	Matters arising from the minutes – for information only. - NP17/128 – Housing Needs Survey. Now completed – move to close. - NP17/75 – Green Infrastructure Plan (GIP). Now completed – final information awaited from 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 still to take place at the school*. - NP17/129 – Launch progress. The successful launch took place on 8th/9th September 2017.	*It was noted a scaled-down display of the Neighbourhood Plan launch was in situ at the upper school library. A number of questionnaires had been left and the display would be advertised within the school. It would remain in place until the questionnaire deadline date – 30 th November 2017.	SP to keep on file.
NP17/141	To receive a report from APC Planning (Sally Stroman) regarding Call for Sites Assessments and to make recommendation to Full Council as necessary.	An incomplete first draft report had been circulated ahead of this meeting, however due to SS being unable to attend the meeting, no further update was available. SP agreed to invite SS and TR to the next steering group meeting on 29 th November 2017.	SP to take forward.
NP17/142	To receive an update on the assignment of two members to the Sustainable Communities Theme Group, consider progress to date (all themes) and to make recommendation to Full Council as necessary.	SJ stated she had a possible candidate to work on the Sustainable Communities Theme Group and was waiting to learn if they could assist. There were detailed discussions on how the Theme Reports would be merged – alongside findings from the Housing Needs Survey and Green Infrastructure Plan.	SJ to take forward.
NP17/143	To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website.	No progress had been made on the website as GL had been working to make the Neighbourhood Plan Questionnaire live on Survey Monkey.	GL to take forward.

Neighbourhood Plan Steering Group minutes 15th November 2017

Chairman.....

Page | 2

Date 29th November 2017

NP17/144	To appoint member(s) to input data received from the ongoing (first) Neighbourhood Plan Questionnaire and to make recommendation to Full Council as necessary.	A sample of completed questionnaires were shown to all present and there were detailed discussions on how best to manually input that data into Survey Monkey and present the findings. GL agreed to investigate all options further and report back at the next meeting of this steering group (29 th November 2017).	GL to take forward.
NP17/145	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.
NP17/146	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	SP detailed BRCC were working on a draft report following the successful Green Infrastructure Plan workshops. She had been contacted by BRCC to establish whether the report should include a “context” and if so, what format it should follow. After detailed discussions it was agreed to include context on the history of the village. SP was asked to establish if BRCC would pull that information together. If not, HM stated she had a contact in the village who may be able to assist.	SP to take forward.
NP17/147	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.

Neighbourhood Plan Steering Group minutes 15th November 2017

Chairman.....

Date 29th November 2017