



# WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 29<sup>th</sup> November 2017 at 8.10pm in the Memorial Hall, Bedford Road, Wootton.

| <b>Present</b>                        | Gerald Bygraves (GB – parish councillor, in the chair in the absence of GL), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Hazel Martin (HM – parish councillor), Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – parish councillor) and Paul Quirk (PQ – parish councillor).<br>In attendance – Trevor Roff (TR - Regeneration Positive) and Sally Stroman (SS – APC Planning).<br>One member of the public was present who wished to observe proceedings. |                                                                                              |                     |
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| <b>Absent (no apologies received)</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                              |                     |
| <b>Agenda no</b>                      | <b>Agenda item title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Resolution</b>                                                                            | <b>Action</b>       |
| <b>NP17/148</b>                       | <b>Apologies for absence.</b><br>Gareth Lloyd (GL – 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. |
| <b>NP17/149</b>                       | <b>Disclosure of local and/or disclosable pecuniary interests.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                        | N/A.                                                                                         | N/A.                |
| <b>NP17/150</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>NP17/151</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                                                                                                              | Resolved to receive and adopt.<br>Proposed: SO.<br>Seconded: BH.<br>Resolved by all present. | SP to keep on file. |

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|                 | 15 <sup>th</sup> November 2017.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                               |                            |
| <b>NP17/152</b> | <b>Matters arising from the minutes – for information only.</b> <ul style="list-style-type: none"> <li>NP17/75 – Green Infrastructure Plan (GIP). Now completed – final information awaited from 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 a scaled-down display of the launch is currently on show at the upper school.</li> <li>NP17/129 – Launch progress. The successful launch took place on 8<sup>th</sup>/9<sup>th</sup> September 2017.</li> </ul> | No further comments received.                                                                                                                                                                                                                                                                                                 | SP to keep on file.        |
| <b>NP17/153</b> | <b>To receive a report from APC Planning (Sally Stroman) regarding Call for Sites Assessments and to make recommendation to Full Council as necessary.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Please refer to Appendix 1.<br>SJ asked if comments received from the Neighbourhood Plan launch would be encompassed within the assessments report – SS confirmed they would be included.                                                                                                                                     | SS and SP to take forward. |
| <b>NP17/154</b> | <b>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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SJ confirmed she had enlisted the help of another resident to work on the Sustainable Communities Theme. He was unable to attend this meeting but had spent time with SJ in order to familiarise himself with tasks needed. All other theme groups were awaiting the outcome of the ongoing Neighbourhood Plan questionnaire. | All to take forward.       |
| <b>NP17/155</b> | <b>To receive an update from Gareth Lloyd regarding manual input of data to Survey Monkey, from completed Neighbourhood Plan Questionnaires.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | In the absence of GL it was agreed to carry this agenda item over to the next meeting of this Steering Group. (SP has since confirmed 68 online responses have been made to date).                                                                                                                                            | SP to take forward.        |
| <b>NP17/156</b> | <b>To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | In the absence of GL it was agreed to carry this agenda item over to the next meeting of this Steering Group.                                                                                                                                                                                                                 | SP to take forward.        |
| <b>NP17/157</b> | <b>To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | No further updates received.                                                                                                                                                                                                                                                                                                  | N/A.                       |

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| <b>NP17/158</b> | <b>To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.</b> | HM confirmed she would ask her neighbour to assist with context information, required for the draft Green Infrastructure Plan Report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A. |
| <b>NP17/159</b> | <b>To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.</b>                         | <p>TR confirmed original workstreams were on target and evidence gathering/policy drafting would continue in January.</p> <p>GB detailed a meeting he had recently had with Andrea Pellegram (Andrea Pellegram Ltd) regarding the Marston Vale Innovation Park – during which Andrea had stressed the need to complete the Neighbourhood Plan, ideally by Summer 2018. Both TR and SS explained that deadline was unrealistic, given Bedford Borough Council's Local Plan 2035 was still being developed and the Neighbourhood Plan would have to sit alongside that, and withstand inspection and referendum. Proposals for a further site (dwellings and employment) within the parishes of Stewartby, Elstow, Eastcotts, Cardington and Wilstead were noted.</p> | N/A. |

**Meeting closed at 8.40pm.**

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**NP17/153 – Site Assessment Update from APC Planning (Sally Stroman)**

To confirm the Site Assessment will provide the evidence of the sites selected for allocation or not to be allocated in the Neighbourhood Plan. The assessment considers 16 sites in total.

The assessment takes into account the following:-

- The Council's Strategic Housing and Employment Land Availability Assessment;
- Sustainability Appraisal of Sites carried out by the Council in April 2017 – although I would dispute some of the Council's assessment carried out on a number of the sites within the Parish.
- In addition, I have been provided with an assessment that has been carried out by BBC Officers (provided by Sonia Gallagher) of all the sites in the Parish. This assessment also included a Highways Assessment/Input.

In order to carry out an assessment, the evidence should demonstrate the following:-

- That the site is suitable;
- Available (Sites submitted through a Call for Sites are considered available or if there is evidence that a landowner or developer is willing to sell or develop a site; and
- Achievable – is the site economically viable; appropriate in conformity with local plan/core strategy; reasonable prospect of being delivered.

Matters for discussion/consideration:-

- Local Plan to be considered by the Council's Executive meeting on 10/01/18 which will reveal the development strategy for the Borough. The site assessment work should not be in the public domain until the Local Plan's development strategy is known.
- Would suggest that we add another aspect of the assessment, referring to the response received from residents on each of the sites, i.e. feedback from the exhibition and the questionnaire.
- Would welcome the opportunity to meet Members of the Steering Group to review the sites and to provide a local perspective on the sites.

**Action Points:-**

- Resolve with BBC whether their assessment of sites can be in the public domain and form part of the evidence base to the Neighbourhood Plan.
- To attend meeting on Thursday 7 December 2017 at 12.30 (venue to be confirmed)