



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 17th January 2018 at 8pm in the Memorial Hall, Bedford Road, Wootton.

Present	Gareth Lloyd (GL – parish councillor, in the chair), Clive Baker (CB), Gerald Bygraves (GB – parish councillor), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Jeff Noakes (JN – parish councillor) and Stuart O'Dell (SO – parish councillor). In attendance: One member of the public wishing to be appointed as a member of this committee and Sue Playford (SP) as Clerk to the Council.		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP18/001	Apologies for absence. Hazel Martin (HM – parish councillor), 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.
NP18/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP18/003	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.
NP18/004	To appoint Richard Wale as a member of the Neighbourhood Plan Steering group.	Resolved to appoint RW as a member of this committee. Proposed: BH. Seconded: SJ.	SP to take forward.

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		Resolved by all present.	
NP18/005	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> 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 29 th November 2017.	Resolved to receive and adopt. Proposed: JN. Seconded: SO. Resolved by all present.	SP to keep on file.
NP18/006	Matters arising from the minutes – for information only. - NP17/75 – Green Infrastructure Plan (GIP). Plan has been drafted and a Wootton resident is drafting historical context. GL and SP to meet with Bedfordshire Rural Communities Charity (BRCC) on 12th January 2018 to determine a subsequent action plan*. - NP17/106 – Neighbourhood Plan Theme Groups. Volunteer to cover Sustainable Communities has been appointed. Move to close. - NP17/129 – Launch progress. The successful launch took place on 8th/9th September 2017. Move to close.	*Please refer to Appendix 1 (not for public circulation at this stage). BRCC have stated they can assist with the Stage 2 assessment at a cost of £625 plus VAT. Please refer to agenda item NP18/012.	SP to keep on file.
NP18/007	To receive and approve the revised Neighbourhood Plan Project Plan and to make recommendation to Full Council as necessary.	It was noted the Project Action Plan had been updated by Trevor Roff.	All to keep on file.
NP18/008	To receive an update on the progress of all theme groups and to make recommendation to Full Council as necessary.	Discussions centred on the ongoing input of completed Neighbourhood Plan Questionnaires. It was noted further exhibitions/open evenings would be required ahead of scrutiny and referendum – in order to reinforce the importance of this legal process and end document. After lengthy discussion it was agreed to await the Neighbourhood Plan Questionnaire findings as they would influence the theme group reports. RW was welcomed to the steering group and thanked for taking on the Sustainable Communities theme. SO agreed to pass his report for RW to examine and offered assistance as needed.	All to take forward.
NP18/009	To receive an update from all Neighbourhood Plan Questionnaire Data Inputters and to make recommendation to Full Council as necessary.	It was noted HM and Bob Wallace had questionnaires still to input.	HM and BW to take forward.

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NP18/010	To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website and to make recommendation to Full Council as necessary.	GL stated there was no available data to upload.	GL to keep on file.
NP18/011	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	No further updates received.	N/A.
NP18/012	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	Resolved to accept BRCC's quotation of £645 plus VAT to assist with Phase 2 of the Green Infrastructure Plan and to make recommendation to Full Council.	SP to take forward.
NP18/013	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	No further updates received.	N/A.

Meeting closed at 9.20pm.

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Wootton Parish Green Infrastructure Plan Action Plan

[1] Lead Partner Organisation / individual taking the lead in the planning and implementation of the aspiration (See key below table)

[2] Other Partners Other organisations to be involved in the planning and implementation of the aspiration

[3] Resourcing Likely level of funding needed: Low (achievable with no or minimal funding), Medium (achievable with moderate new funding), High (achievable with significant new funding)

[4] Timescale Likely date of implementation: Short 2018-20; Medium 2022-24; Long 2025+

WPC* Wootton Parish Council

BBC* Bedford Borough Council

BRCC* Bedfordshire Rural Communities Charity

WNPSG* Wootton Neighbourhood Plan Steering Group

LO Landowner

IDB Internal Drainage Board

KRPC Kempston Rural Parish Council

BBC notes in red italics

Ref	Aspiration	Suggested Lead Partner [1]	Other Partners [2]	Resourcing [3]	Timescale [4]	Next Steps / <i>Notes</i>
1	Create new bridleway linking Cranfield Road to BW5 and FP15	WNPSG	BBC WPC LO	M	M	Establish LO(s), was Mr Cook <i>Private road</i>
2	Upgrade FP's 12, 13 and 15 linking Marston Moreteyne's BW5 to Hilly Lane	WNPSG	BBC WPC LO	M	M	Establish LO(s), was Mr Cook <i>Former permissive routes have been removed (old Stewardship Plan map), though LO has since changed</i>
3	Create new footpath from Potters Cross to Fields Road	WNPSG	BBC WPC LO (Persimmon)	M	S/M	Ascertain funding in place <i>Includes sections of Route 51. Some sections already being built, others will be</i>

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Ref	Aspiration	Suggested Lead Partner [1]	Other Partners [2]	Resourcing [3]	Timescale [4]	Next Steps / <i>Notes</i>
						<i>built as development progresses</i>
4	Improve surface of BW's 9 and 23 for cyclists, crossing A421 at Blue Bridge	WNPSG	BBC IDB	L/M	S/M	Liaising with LO's <i>Includes sections of Route 51. Some sections already being built, others will be built as development progresses</i>
5	Create multi-user route through Berry Wood, possibly alongside the proposed waterway	WNPSG	BBC BBC (Properties) PC LO	L/M	S/M	Liaising with LO's <i>Route 51</i>
6	Create new footpath to link FP's 12 and 26	WNPSG	BBC LO	M	M	Establish LO's <i>Several different LO's, FP26 not useable as obstructed with no access to Wood End Road so currently there is no link to Keely Lane (current anomaly on BBC list). Fairly quiet here so is there a need?</i>
7	Create roadside footpath along Potter's Cross as a safe route to school	WNPSG	BBC (Transport Policy) PC LO (Persimmon)	L	M	Ongoing works – liaise with BBC
8	Create footpath from Cranfield Road, past Berry Farm, to FP1	WNPSG	BBC BBC (Properties) PC	L	S	Liaise with BBC (RoW) <i>and BBC Properties team who manage Berry Wood</i>
9	Enhance surface of FP's 36, 37 and 38 to maximise accessibility between Lorraine Road and Keeley Lane	WNPSG	BBC LO	L	S/M	Liaise with LO. Investigate type of surfacing required. Improve specific sections e.g. at pinch points.
10	Enhance surface of FP's 16 and 27 to	WNPSG	BBC	L/M	S/M	Establish LO

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Ref	Aspiration	Suggested Lead Partner [1]	Other Partners [2]	Resourcing [3]	Timescale [4]	Next Steps / <i>Notes</i>
	maximise accessibility between Keeley Lane and Wood End Lane		LO			Investigate current surface issues
11	Create cycleway to the east of A421 to provide access to Stewartby rail station, Kimberley College and the Forest Centre	WNPSG	BBC LO's	M/H	L	Investigate - development may preclude / alter route of aspiration (outside of Parish) <i>Suggest to liaise with Patrick Lingwood, Walking & Cycling Officer, BBC</i>
12	Upgrade FP's 1 and 43 to create a multi-user route	WNPSG	BBC LO's / Developers	M/H	L	Investigate - development may preclude / alter route of aspiration. <i>Has been proposed previously as a route to the school / college. Liaise with BBC (Transport Policy)</i>
13	Upgrade FP's 42, 44, 45 to create a multi-user route	WNPSG	BBC LO's	M/H	M	Liaise with LO <i>(was Mr Cook's land)</i>
14	Improve footpath access through Berry Wood	WNPSG	BBC	M	M	Investigate need and suitability of new surfacing <i>Liaise with BBC Properties Dept.</i>
15	Seek greater public access to Wootton Wood	WNPSG	LO	M	M	Establish and liaise with LO
16	Create community green space as extension to Marston Vale Community Forest, possibly including a community orchard	WNPSG	LO	M	L	Liaise with LO
17	Create community green space as extension to Marston Vale Community Forest	WNPSG	LO	M	L	Liaise with LO
18	Create extension to the cemetery	WNPSG	LO	M	L	Continue discussions with LO
19	Create community green space, incorporating picnic area and allotments	WNPSG	LO	M	L	Liaise with LO
20	Extend Berry Wood	WNPSG	-	-	-	Development planned in this area

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Ref	Aspiration	Suggested Lead Partner [1]	Other Partners [2]	Resourcing [3]	Timescale [4]	Next Steps / <i>Notes</i>
21	Create extension of playing field to include tennis courts	WNPSG	LO	-	-	Establish LO, investigate access issues (re. school playing field)
22	Create community green space (<i>NOTE: specific aspirations required</i>)	WNPSG	LO	-	-	Discuss access and possible future use
23	Enhance community green space, between Mepham Road and Lorraine Road, through bench installation and shrub planting	WNPSG	LO	L	L/M	Liaise with LO Investigate 'need' at this location
24	Enhance recreation ground for all ages, including additional planting and landscaping	WNPSG	LO	M	M	Noted that most facilities are already in place
25	Create new footpath linking Aspiration 3 to BW23	WNPSG	BBC LO	M	L	Liaise with LO (Dependent on Asp 3)
26	Create community green space	WNPSG	LO	M	M	Liaise with LO
A	Upgrade Kempston's FPA3 to cycleway, north to Wilkinson Road via A428 underpass	KRPC	BCC LO			Outside of parish
B	Enhance surface of Kempston's FP42 to maximise accessibility at Wootton Road	KRPC	BCC LO			Outside of parish
C	Provide pedestrian bridge over A428 on FP20 near Bell Farm OR provide new footpath link between FPA3 and FP20 along the northern side of the A428	KRPC	BCC LO	H	H	Outside of parish <i>Very expensive, and there is an underpass at FPA3</i>