



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 28th February 2018 at 8pm in the 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), Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – parish councillor), Paul Quirk (PQ – parish councillor) and Richard Wale (RW). In attendance: Trevor Roff (TR – Regeneration Positive).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP18/014	Apologies for absence. Clive Baker (CB), Hazel Martin (HM – parish councillor) and JW – parish councillor). JW is also the Borough Councillor for Wootton. Sally Stroman (SS – APC Planning). It was noted Sue Playford (SP – Clerk to the Council) was not able to attend.	Noted for the minutes.	SP to keep on file.
NP18/015	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP18/016	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.
NP18/017	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.

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	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 17 th January 2018.	Seconded: BH. Resolved by all present.	
NP18/018	Matters arising from the minutes – for information only. NP18/012 – Green Infrastructure Plan (GIP). The plan has been drafted by BRCC and SP has provided context (as received from a resident). An action plan has also been drafted by BRCC and it was resolved at Full Council on 14th February 2018 (FC18/039) to appoint BRCC to aid with Phase 2 of the GIP.	No further comments received.	SP to keep on file.
NP18/019	To receive a report from Gareth Lloyd regarding raw data obtained from the recently completed Neighbourhood Plan Questionnaires and to make recommendation to Full Council as necessary.	No report was received, however GL was asked to produce charts, detailing individual question responses.	GL to take forward.
NP18/020	To receive, review and adopt a draft Issues and Options Analysis Document from Regeneration Positive and to make recommendation to Full Council as necessary.	Suggested some issues were fed through to the Neighbourhood Plan website. A further survey would be needed to agree proposed policies. TR was asked to prepare a three-section paper – comprising the following: - Issues; - Key Policies; - Non-policy actions.	All to take forward.
NP18/021	To receive an update on the progress of all theme groups and to make recommendation to Full Council as necessary.	Noted no progress had been made of the following theme groups: - Employment; - Housing. Noted the Environment theme was almost finished. Noted Village Facilities was almost 50% completed. Noted Sustainable Development was also ongoing – data was required from Bedford Borough Council.	All to take forward.
NP18/022	To consider how best to incorporate a potential extension to Lorraine Road	Noted a future approach would need to be	All to take forward.

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	cemetery within the Neighbourhood Plan and to make recommendation to Full Council as necessary.	made to the landowners to discuss the possibility of purchasing land. Proposal to be added to the Village Facilities theme.	
NP18/023	To consider a suggestion that children who were too young to complete a Neighbourhood Plan Questionnaire be considered for inclusion within the Neighbourhood Plan process and to make recommendation to Full Council as necessary.	Resolved not to take the suggestion forward.	N/A.
NP18/024	To undertake the prize draw (as part of the Neighbourhood Questionnaire completion process by residents) and to make recommendation to Full Council as necessary.	GL detailed the prize draw had been undertaken – details could not be published as permission to do so had not been given.	N/A.
NP18/025	To review the services of Regeneration Positive and to make recommendation to Full Council as necessary.	Resolved to continue with Regeneration Positive's services to ensure completion of the draft Issues and Options Analysis Document only and to make recommendation to Full Council.	SP to take forward.
NP18/026	To receive an update from Gareth Lloyd regarding the Neighbourhood Plan website and to make recommendation to Full Council as necessary.	No further comments received.	GL to take forward.
NP18/027	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.
NP18/028	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	No further updates received.	N/A.
NP18/029	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	No further updates received.	N/A.
NP18/030	To review and adopt the Neighbourhood Plan Project Plan, identify and set deadlines in relation to the next stages of work required and to make recommendation to Full Council as necessary.	The aim was to complete an initial draft of all theme reports by end of March 2018. A further questionnaire on policies for the Neighbourhood Plan would be delivered by the end of April 2018 with a return date of the end of June 2018. These timescales would determine BRCC's involvement with stage 2 of the Green Infrastructure Plan policy and also APC Planning's involvement.	All to take forward.

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Meeting closed at 8.56pm.

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