



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com
Website: woottonpc.bedsparishes.gov.uk



Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 21st March 2018 at 8.10pm in the Hub, Wootton New Life Methodist Church, Cause End 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), Hazel Martin (HM – parish councillor), Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – parish councillor), Paul Quirk (PQ – parish councillor), Richard Wale (RW) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. In attendance: Sally Stroman (SS – APC Planning) and Sue Playford (SP – Clerk to the Council).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP18/031	Apologies for absence. Trevor Roff (TR – Regeneration Positive).	Noted for the minutes.	SP to keep on file.
NP18/032	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
NP18/033	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	No requests received.	N/A.
NP18/034	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: 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	Resolved to receive and adopt. Proposed: SJ. Seconded: JN. Resolved by all present.	SP to keep on file.

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	28 th February 2018.		
NP18/035	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. - NP18/019 – Raw Data from recently completed Neighbourhood Plan questionnaires. GL has been asked to produce charts detailing individual question responses. - NP18/020 + NP18/037 – Issues and Options Analysis Document. Refer to agenda item NP18/036. - NP18/021 + NP18/039 – Theme Group progress. Refer to agenda item NP18/037. - NP18/022 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report. - NP18/030 + NP18/036 – Neighbourhood Plan Project Plan. Aim is to complete an initial draft of all theme reports by end of March 2018. Further questionnaire on policies for the Neighbourhood Plan to be delivered by end of April 2018, with a completion deadline of end of June 2018.	No further comments received.	SP to keep on file.
NP18/036	To review and adopt Issues and Options Analysis Reports summarising Key Issues, Key Policy Areas and Non-Policy Actions and to make recommendation to Full Council as necessary.	Resolved to adopt without further comment or recommendation to Full Council.	SP to keep on file.
NP18/037	To receive an update on the progress of all theme groups and to make recommendation to Full Council as necessary.	It was noted all theme reports were or would be complete by the end of March 2018. A couple of theme report introductions needed tailoring to Wootton and it was agreed to note, whether information was still outstanding (including from Bedford Borough Council in one case), if not received by the end of the month. GL requested all theme report authors let him know which questions they needed analysis on, and how they wished the data to be presented.	Theme report authors and SS to take forward.

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		There was a mix of charts and text, which SS confirmed was acceptable. SS added her job would then be to analyse the reports, using them as an evidence base for draft policies for the final Neighbourhood Plan. The reports would form an audit trail and be referenced to, were the Neighbourhood Plan contested. It was noted a check was needed to ensure all questions had been covered within at least one theme report and some reports would cover the same set of responses, as there was an element of crossover. GL confirmed 534 questionnaires had been completed and returned.	
NP18/038	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	SS confirmed she would prioritise the theme reports as her next work stage. Her main task would be drafting the Neighbourhood Plan report itself and it was noted TR's work was nearly at an end. Agreed to form a sub-group consisting of theme report authors, GL and SP to take policy planning forward – TR to be invited to attend also. SS agreed to prepare an agenda and the first meeting would take place on Wednesday 28th March 2018 at 7pm. This would delay a Planning & Environment Committee and Finance & General Purposes Committee meeting by 30 minutes, however members of the public or press could attend this first meeting also and wait for the following. There was a discussion about issues to be raised next week including housing styles and the need for further exhibitions/open days. GL confirmed a wish list for CIL (Community	Theme report authors, SS, GL and SP to take forward.

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		Infrastructure Levy) projects was ongoing.	
NP18/039	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	SP agreed to chase BRCC for the GIP (both stages) - requesting its receipt during the week commencing 16 th April.	SP to take forward.
NP18/040	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	No further information/updates received.	N/A.
NP18/041	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.	No further comments received.	N/A.
NP18/042	To consider information required for a second Neighbourhood Plan Questionnaire relating to policies and to make recommendation to Full Council as necessary.	No further comments received.	N/A.

Meeting closed at 8.50pm.

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