



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 23rd May 2018 at 8pm in The Hub, Wootton New Life Methodist Church, Cause End Road, Wootton.

Present	Gareth Lloyd (GL – parish councillor, in the chair), Clive Baker (CB), 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 John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. In attendance: Sally Stroman (SS – APC Planning) and Trevor Roff (TR – Regeneration Positive).		
Absent (no apologies received)	Gerald Bygraves (GB)		
Agenda no	Agenda item title	Resolution	Action
NP18/043	Apologies for absence. Hazel Martin (HM) and Richard Wale (RW). Sue Playford (SP) as Clerk to the Council was unable to attend.	Noted for the minutes.	SP to keep on file.
NP18/044	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
NP18/045	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.
NP18/046	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 21 st March 2018.	Resolved to receive and adopt. Proposed: JN. Seconded: CB. Resolved by all present. Resolved to receive and adopt.	SP to keep on file.

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	Members of the Neighbourhood Plan Steering Group are asked to receive and adopt the minutes of the Neighbourhood Plan Steering Group (sub group) meeting held on 28th March 2018. Members of the Neighbourhood Plan Steering Group are asked to receive and adopt the minutes of the Neighbourhood Plan Steering Group (sub group) meeting held on 18th April 2018.	Proposed: JN. Seconded: CB. Resolved by all present. Resolved to receive and adopt. Proposed: JN. Seconded: CB. Resolved by all present.	
NP18/047	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. The GIP has not yet been received and the Clerk has chased for a progress report (12th May 2018). - NP18/019 – Raw Data from recently completed Neighbourhood Plan questionnaires. GL has been asked to produce charts detailing individual question responses. Move to close. - NP18/037 + NP17/050 – Issues and Options Summary Document. Refer to agenda item NP18/050. - NP18/039 + NP18/049 – Theme Group progress. Refer to agenda item NP18/049. - NP18/022 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report. - NP18/036 + NP18/052 – Neighbourhood Plan Project Plan. Refer to agenda item NP18/052.	No further comments received.	SP to keep on file.
NP18/048	To receive correspondence from Bedford Borough Council regarding the Local Plan 2035, consider its impact on Wootton's emerging Neighbourhood Plan and to make recommendation to Full Council as necessary.	It was noted works should continue in anticipation of Bedford Borough Council's Executive decision expected in September 2018 – it was thought their Local Plan 2035 would change to 2030 to reduce the number of allocations needed. The Mayoral Elections would likely be followed by the next Local Plan	SP and TR to take forward.

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		– to 2045. This change in dates would reduce housing numbers by 2,500 – the size of the Colmworth proposal. Agreed SP would ask BRCC if their housing needs figure would change also. TR agreed to write to landowners and agents (June 2018) to establish whether they would consider developments of up to 25 dwellings (and if yes, what type of housing). Proposed: JN. Seconded: CB. Resolved by all present.	
NP18/049	To receive an update on the progress of all theme group reports (currently with APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.	All theme reports had been reviewed and feedback provided to authors. Further amendments were necessary before re-submission to SP.	All to complete action points as detailed within reports.
NP18/050	To review and adopt a draft Issues and Options Summary Document and to make recommendation to Full Council as necessary.	Historic Environment to be added to the document – SS to provide TR with all changes.	SS and TR to take forward.
NP18/051	To review, amend and/or adopt the draft Survey Representation Form and to make recommendation to Full Council as necessary.	Agreed the form would not include Saturday 9th June at the community centre but the following: • Sunday 24th June 2018 – 10am-5pm; • Friday 13th July 2018 – 6pm-9pm. Saturday 9th June 2018 would be for general enquiries only. TR agreed to amend the forms asap (including information on accessing the survey online) before sending to GL (who would create the online version via Survey Monkey). Forms would also go to BRCC for printing and distribution. Completed forms returned by 20th July 2018. SP to establish whether BRCC could deliver	GL, SP and TR to take forward.

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		before 7 th June 2018 and whether their return address is correct.	
NP18/052	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.	Agreed to defer until September 2018 before refreshing the plan.	SP to take forward.
NP18/053	To approve the retention of Regeneration Positive's services for a further period of time and to make recommendation to Full council as necessary.	Resolved to retain Regeneration Positive's services until September 2018 and to make the same recommendation to Full Council. Proposed: BH. Seconded: JW. Resolved by all present.	SP to take forward.
NP18/054	To consider arrangements to publicise the Neighbourhood Plan's current progress as part of the Community Centre's proposed open days (Saturday 9th June and Sunday 24th June 2018) and to make recommendation to Full Council as necessary.	Resolved BH and SO would plan and organise the three events for 9 th June, 24 th June and 13 th July 2018. Proposed: BH. Seconded: SO. Resolved by all present.	BH and SO to take forward.
NP18/055	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	SS confirmed the site assessment works required completion after which she would start drafting the Neighbourhood Plan.	SS to take forward.
NP18/056	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	JW agreed to take the request for information to Bedford Borough Council's archive department. SO agreed to see what information could be available in the "History of Wootton" book.	JW and SO to take forward.
NP18/057	To receive further information/updates from Regeneration Positive and to make recommendation to Full Council as necessary.	None.	N/A.

Meeting closed at 9.09pm.

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