



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 25th July 2018 at 7.30pm in the Memorial Hall, Bedford Road, Wootton.

Agenda no	Agenda item title		
Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.		
Present	Gerald Bygraves (GB – parish councillor, in the chair in the absence of Gareth Lloyd GL), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – 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), Trevor Roff (TR – Regeneration Positive) and Sue Playford (SP – Clerk to the Council).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP18/058	Apologies for absence. Clive Baker (CB), Gareth Lloyd (GL – parish councillor), Hazel Martin (HM – parish councillor) and Paul Quirk (PQ – parish councillor).	Noted for the minutes.	SP to keep on file.
NP18/059	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
NP18/060	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.
NP18/061	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 23 rd May 2018.	Resolved to receive and adopt. Proposed: SJ. Seconded: RW. Resolved by all present.	SP to keep on file.

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NP18/062	Matters arising from the minutes – for information only. - NP18/012 + NP18/067 – 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). Refer to agenda item NP18/067. - NP17/050 – Issues and Options Summary Analysis. Currently in use as a summary document for the 2nd N Plan questionnaire. - NP18/049 + NP18/063 – Theme Group progress. Refer to agenda item NP18/063. - NP18/022 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report. - NP18/052 – Neighbourhood Plan Project Plan. Deferred until September 2018. - NP18/048 + NP18/066 – Local Plan 2035. Bedford Borough Council's Executive are expected to make their decision in September 2018 on the Local Plan – possibly reducing its term to 2030. TR has written to all local landowners. Refer to agenda item NP18/066.	No further comments received.	SP to keep on file.
NP18/063	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.	SS confirmed all theme group reports had been reviewed and would be revisited at the appropriate time.	SP to keep on file.
NP18/064	To receive an update on the progress of the site assessment work (currently being undertaken by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.	SS confirmed her report was being updated to reflect ongoing changes at Bedford Borough Council in relation to their emerging Local Plan 2035. She required specific percentage answers in relation to one question from the first Neighbourhood Plan questionnaire which BH agreed to provide. The completed report would be available for the next meeting of this steering group.	BH and SS to take forward.
NP18/065	To consider applying to Locality for additional Neighbourhood Plan funding and to make recommendation to Full Council as necessary.	Wootton Parish Council qualified for the additional funding as follows: - Green Infrastructure Plan works; - Site Assessment works;	SP and SS to take forward.

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		• Village Design Statement. After discussion it was resolved SP would apply for the additional funding citing the above three reasons, providing quotations from APC Planning, Bedfordshire Rural Communities Charity (BRCC) and Jonathan Duck (historic buildings expert and former Bedford Borough Council Conservation Officer), making the same recommendation to Full Council. SS agreed to put SP in touch with Carlton Parish Council (Mandy Wilson) who had recently applied for the same additional funding. Proposed: JN. Seconded: BH. Resolved by all present.	
NP18/066	To receive an update from Regeneration Positive (Trevor Roff) on communications with landowners (in relation to housing land allocation) and to make recommendation to Full Council as necessary.	A progress report was circulated with the agenda. TR added he would contact the Crown Estate again to negotiate and establish their development aspirations within the village. Resolved TR continue to liaise with the Crown Estate and to accept all four report recommendations, making the same recommendation to Full Council. Proposed: SO. Seconded: JN. Resolved by all present.	TR to take forward.
NP18/067	To receive the draft Green Infrastructure Plan report from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	It was noted the report only made recommendations on existing green spaces – including the recreation ground and football pitches which could be listed as community facilities in a separate policy. The report needed to recommend additional green space, identified during the Green Infrastructure Program workshops. Areas of green space (including the community centre at Berryfields) did not feature in the report and it was felt an	All to take forward.

		Executive Summary would make it easier to read. After further discussion it was agreed to request a meeting with BRCC to discuss all issues and agree the way forward. Those wishing to attend were BH, GB (available after 9th August), SP, SS, TR (possibly GL if available). Those not able to attend were asked to submit feedback ahead of the meeting.	
NP18/068	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	SS commented on the revised National Planning Policy Framework (NPPF), published 24th July 2018. There were largely, few changes in terms of Neighbourhood Planning. SS was currently comparing/contrasting but noted design was a key topic. A village design statement (covering issues such as materials, height, density and parking) would act as a material consideration/tool kit if added to a Neighbourhood Plan policy. SS added some changes may be identified as she continued to compare/contrast.	SS to take forward.
NP18/069	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.
NP18/070	To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.	TR attended a recent open evening at which questions had been raised over consultations with residents of Wood End. He confirmed consultation with neighbouring parishes was only a requirement when the Neighbourhood Plan was ready for pre-submission.	SP to keep on file.

Meeting closed at 8.15pm.

(Agreed to cancel meetings on 29th August and 19th September – making the next meeting 26th September 2018 at which time information from the second questionnaire would be available as would the Green Infrastructure Plan report).

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