



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 31st October 2018 at 7.55pm 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	Gareth Lloyd (GL – parish councillor, in the chair), 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) 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
NP18/088	Apologies for absence. Clive Baker (CB).	Noted for the minutes.	SP to keep on file.
NP18/089	Disclosure of local and/or disclosable pecuniary interests.	GB and JN both declared a local interest in agenda item NP18/097 in relation to discussions on land at Wootton Green.	SP to keep on file.
NP18/090	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.
NP18/091	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	Resolved to receive and adopt. Proposed: BH. Seconded: SO. Resolved by all present.	SP to keep on file.

Neighbourhood Plan Steering Group Minutes 31st October 2018

Chairman.....

Page | 1

Date 21st November 2018

Signed at Full Council.....

	adopt the minutes of the Neighbourhood Plan Steering Group meeting held on 26 th September 2018 (not 25 th July 2018 as detailed on the agenda).		
NP18/092	Matters arising from the minutes – for information only. - NP18/082 + NP18/095 – Green Infrastructure Plan (GIP). Refer to agenda item NP18/095. - NP18/076 + NP18/094 – Issues and Options Summary Analysis. Refer to agenda item NP18/094. - NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed. - NP18/022 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report. - NP18/078 + NP18/093 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019. See also NP18/093. - NP18/077 + NP18/096 – Site Assessment Work. Refer to agenda item NP18/096. - NP18/079 – Additional Locality Funding. Additional funding has been applied for and a decision from Locality is awaited. - NP18/080 + NP18/097 – Landowner communication. Refer to agenda item NP18/097.	No further comments received.	SP to keep on file.
NP18/093	To receive and approve an updated Neighbourhood Plan Project Plan, consider any further amendments and to make recommendation to Full Council as necessary.	TR reported good progress had been made. It was anticipated the plan would be ready for consultation in Mar/Apr and submission around May 2019. The updated project plan had recently been used to secure additional funding from Locality.	All to note.
NP18/094	To receive and consider feedback from the recently completed Issues and Options Consultation and to make recommendation to Full Council as necessary.	TR’s report was circulated ahead of the meeting. Over 250 consultation responses had been received – the majority contained positive feedback, supporting the work undertaken by the steering group within the last 12 months. TR recommended the summary feedback from that consultation be appended either to the minutes or next available Full Council report for formal approval and to endorse works done to date. It was also recommended the entire	SP to take forward.

Neighbourhood Plan Steering Group Minutes 31st October 2018

Chairman.....

Page | 2

Date 21st November 2018

Signed at Full Council.....

		report be published on the parish council's website. Resolved to accept the above and make the same recommendation to Full Council. Proposed: SO. Seconded: JN. Resolved by all present.	
NP18/095	To consider Bedfordshire Rural Communities Charity's response regarding their draft Green Infrastructure Plan report, consider any further actions and to make recommendation to Full Council as necessary.	It was noted Bedford Borough Council would not endorse nor comment on the report despite the parish council's wish to engage with them. It was noted the steering group endorsed the report and would make the same recommendation to Full Council and that BRCC had given the Borough Council opportunity to do the same.	SP to take forward.
NP18/096	To receive an update on the progress of site assessment work (currently being undertaken by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.	It was noted following the award of additional funding essential site assessment work had been commissioned and SS was making good progress – incorporating recent changes to the NPPF.	SS to take forward.
NP18/097	To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in relation to housing land allocation) and to make recommendation to Full Council as necessary.	An approach from landowners at Wootton Green had recently been received and TR had drafted a suitable response which was circulated to all ahead of this meeting. All were in agreement to send that response without amendment. TR confirmed the meeting with the Crown Estate would take place on Tuesday 6th November at 11am. He and SS had put together a draft agenda (now to include an item on the Green Infrastructure Plan and open space) and all were in agreement the amended agenda be forwarded to the Crown Estate. TR also commented on the number of steering group members attending that meeting and it	TR to take forward.

		was agreed SS and he would lead the meeting – other members would be in attendance to observe.	
NP18/098	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	SS confirmed she had started work on the Neighbourhood Plan and was aiming to have a draft ready by the end of this year. The steering group needed to continue pushing forward to ensure delivery of the plan in line with project plan timescales.	SS to take forward.
NP18/099	To receive further information/updates from Bedfordshire Rural Communities Charity (BRCC) and to make recommendation to Full Council as necessary.	No further information or updates received.	N/A.
NP18/100	To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.	TR confirmed a recent application to Locality for additional funding had been successful. This would enable the village design statement (Jonathan Duck), site assessment work (Sally Stroman – APC Planning) and Habitat Regulations Assessment (via Trevor Roff) to be taken forward. Resolved to accept the above and make the same recommendation to Full Council. Proposed: GB. Seconded: JW. Resolved by all present.	SP and TR to take forward.

Meeting closed at 8.30pm.

Neighbourhood Plan Steering Group Minutes 31st October 2018

Chairman.....

Page | 4

Date 21st November 2018

Signed at Full Council.....