



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 16th January 2019 at 8pm in The Hub, Wootton New Life Methodist Church, Cause End 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), Clive Baker (CB), Bob Hensher (BH – parish councillor), Sandra Jackson (SJ), Jeff Noakes (JN – parish councillor), Stuart O’Dell (SO – 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
NP19/001	Apologies for absence. Gerald Bygraves (GB – parish councillor), Hazel Martin (HM – parish councillor and Paul Quirk (PQ – parish councillor)	Noted for the minutes.	SP to keep on file.
NP19/002	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/003	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.	N/A.
NP19/004	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website: http://woottonpc.bedsparishes.gov.uk/.</i>	Resolved to receive and adopt. Proposed: JN. Seconded: BH.	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 meeting held on 31 st October 2018.	Resolved by all present.	
NP19/005	Matters arising from the minutes – for information only. - NP18/095 – Green Infrastructure Plan (GIP) Report. Resolved 31st October 2018 to endorse the report and make the same recommendation to Full Council. - NP18/094 – Issues and Options Summary Analysis. Resolved 31st October 2018 to include the summary feedback with the Neighbourhood Plan Steering Group report for Full Council (14th November 2018) and to publish the information in full on the parish council's website. - NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed. - NP18/022 + NP19/010 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report. Refer to agenda item NP19/010. - NP18/093 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019. - NP19/009 – Site Assessment Work. Refer to agenda item NP19/009. - NP18/079 – Additional Locality Funding. Additional funding has now been received. SP has contacted all parties in relation to the Village Design Statement and Habitats Regulations Assessment and will give a verbal update at the meeting. Move to close. - NP19/007 and NP19/008 – Landowner communication. Refer to agenda items NP19/007 and NP19/008.	No further comments received.	SP to keep on file.
NP19/006	To resolve under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present please leave, in order to discuss the following item(s).	There were no members of the public or press present.	N/A.
NP19/007	To receive a report from Regeneration Positive (Trevor Roff) with regard to a submission by Savills on behalf of the Crown Estate and to make recommendation to Full Council as necessary.	TR detailed the correspondence received from Savills which indicated their preparedness to work with the emerging Neighbourhood Plan and meet with this steering group in order to move their proposal forward (site 317 in part). It was pleasing to note a considerable area of land could be handed over to the parish council	TR and SS to take forward.

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		as open space (sites 317 in part and 311) – which would offer protection against development, thus meeting the wishes of the majority of residents who indicated the same during previous Neighbourhood Plan consultations. GL noted site 317 (Kempston Rural Parish) could lend itself to coalescence with Wootton at one point – it was hoped this could be prevented. Site Assessment works were still needed, however SS confirmed there not too many technical constraints. It was suggested the open space areas once transferred, could potentially be leased to the Forest of Marston Vale and JW agreed to make preliminary enquiries with James Russell. After further discussion it was agreed to hold a smaller meeting again with Savills to discuss their proposal in greater detail, however it was noted the steering group supported it in principle. TR agreed to take that meeting request forward and all present were asked to submit questions (including the mix of dwellings to be provided) ahead of the meeting. It was important the benefit in a small-scale proposal for site 317 in part was highlighted to residents, especially as the original call for sites referenced some 380+ dwellings. This could possibly be achieved via a mini-consultation or light exhibition. For details of all sites please use the following link: http://edrms.bedford.gov.uk/PlanningBrowse.aspx?id=oVf6xSzlvctAjCg7ip88aw%3d%3d	
NP19/008	To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item	TR confirmed site 314 was no longer available for small-scale development. Three other	TR to take forward.

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	NP19/006) and to make recommendation to Full Council as necessary.	landowners had provided indicative illustrative layout proposals and it was hoped the landowner for site 463 would do the same.	
NP19/009	To receive an update on the progress of site assessment work (currently being undertaken by APC Planning – Sally Stroman) in light of agenda item NP19/006 and to make recommendation to Full Council as necessary.	Agreed to hold another closed meeting to discuss this agenda item further (to be arranged).	SS and TR to take forward.
NP19/010	To revisit an earlier resolution (NP18/022 – 28th February 2018) – that the proposal to extend Lorraine Road cemetery be added to the Village Facilities Theme Report and to make recommendation to Full Council as necessary.	SS confirmed she would review (and amend as necessary) both the Village Facilities Theme Report and draft Neighbourhood Plan.	SS to take forward.
NP19/011	To receive and approve a Habitats Regulations Assessment Screening Report as drafted by Bodsey Ecology Ltd and to make recommendation to Full Council as necessary.	Site allocations were needed in order to progress the Habitats Regulations Assessment in full. SP agreed to inform Bodsey Ecology that could not be taken forward until the site allocation process was further forward.	SP to take forward.
NP19/012	To receive a report from APC Planning (Sally Stroman) regarding the first draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.	SS confirmed she was still working on the first draft and that significant issues were still to be resolved, including the Village Design Statement which had not yet been received. SP agreed to invite Joff Duck (Building the Past) to a closed meeting to discuss his VDS in greater detail. All present commented the initial draft was well presented and readable, thanking SS for her efforts to date.	SP and SS to take forward.
NP19/013	To determine next steps with regard to the Green Infrastructure Plan report and to make recommendation to Full Council as necessary.	It was noted the action plan within the report would feature as policies within the emerging Neighbourhood Plan.	SP to keep on file.
NP19/014	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	SS confirmed Bedford Borough Council's Local Plan 2030 was submitted to the Secretary of State on 14 th December and two inspectors had been appointed. TR added all due diligence had been completed by the borough council and the hearing would likely take place between now and August.	SP to keep on file.
NP19/015	To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.	No further information/updates received.	N/A.

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Meeting closed at 9.10pm.