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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 27th February 2019 at 8pm 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 (PDQ – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. Trevor Roff (TR – Regeneration Positive) and Sue Playford (SP – Clerk to the Council).		
Absent (no apologies received)	Clive Baker (CB).		
Agenda no	Agenda item title	Resolution	Action
NP19/016	Apologies for absence. Sally Stroman (SS – APC Planning).	Noted for the minutes.	SP to keep on file.
NP19/017	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/018	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.
NP19/019	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: JW.	SP to keep on file.

Neighbourhood Plan Steering Group Minutes 27th February 2019

Chairman.....

Page | 1

Date 20th March 2019

Signed at Full Council.....

	Members of the Neighbourhood Plan Steering Group are asked to receive and adopt the minutes of the Neighbourhood Plan Steering Group meeting held on 16 th January 2019.	Resolved by all present.	
NP19/020	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. Move to close. - 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. Move to close. - NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed. - NP19/010 – Lorraine Road cemetery extension. Proposal to be added to the Village Facilities Theme Report. - NP18/093 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019. - NP19/009 + NP19/024 – Site Assessment Work. Refer to agenda item NP19/024. - NP19/008 + NP19/022 + 023 – Landowner communication(s). Refer to agenda items NP19/022 and NP19/023. - NP19/011 – Habitat Regulations Assessment Screening Report. Resolved 16th January 2019 (NP19/011) not to move forward with this report until the site allocation process was further forward.	No further comments received.	SP to keep on file.
NP19/021	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.
NP19/022	To receive a report from Regeneration Positive (Trevor Roff) with regard to ongoing discussions with Savills and to make recommendation to Full Council as necessary.	TR reported the meeting with representatives of Savills and The Crown Estate on 21 st February 2019 had gone well and discussions remained positive. Savills had agreed to undertake a transport assessment for the site and to consider the appropriate legal structure for the proposed transfer of the open space to the parish council.	TR to take forward.

Neighbourhood Plan Steering Group Minutes 27th February 2019

Chairman.....

Page | 2

Date 20th March 2019

Signed at Full Council.....

		In relation to the requirement for a transport assessment before any site allocation, the land owner of each preferred site should also be requested to commission an assessment to confirm safe access and appropriate visibility to the site. TR would approach them in this respect and request that the assessment be completed by the end of March 2019. It was noted Borough Councillors had powers to request conditions within s106 agreements. It was also noted that the emerging Neighbourhood Plan would include a policy that future housing association dwellings be allocated locally in the first instance.	
NP19/023	To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item NP19/022) and to make recommendation to Full Council as necessary.	TR had spoken earlier with Paul Vicary regarding Site 463 and a meeting was being arranged for the two to meet, with SS. The site behind Little Wootton (Site 314) was no longer available for allocation as the landowner had aspirations for a larger scale development. It was envisaged that the policies relevant to specific sites within the draft Neighbourhood Plan would detail the need for low density future development and the allocation of generous open space and parking provision.	SS and TR to take forward.
NP19/024	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.	SS's update was circulated ahead of this meeting and TR confirmed (in SS's absence) that the site assessments were being finalised having regard to the information available, the direction of travel and Local Plan 2030 policies.	SS to take forward.
NP19/025	To receive and review a draft Village Design Statement from Building the Past (Joff Duck) and to make recommendation to Full Council as necessary.	TR confirmed that he and SS had met with Joff Duck to view the draft document which was very comprehensive. The concluding analysis was still needed, and it was hoped a first draft would be available by the end of March 2019 to allow SS to incorporate it into the emerging	SS to take forward (alongside Joff).

		Neighbourhood Plan and thus ensure there were no areas of conflict.	
NP19/026	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.	TR reported that it was envisaged that the next draft would be available early April 2019 and that the Parish Council needed to consider the arrangements for the public consultation on the pre-submission version of the Wootton Neighbourhood Plan (that would be subject to a statutory 6 week consultation in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012). It was envisaged that this would take place in May/June 2019 and TR agreed to put together a proposal. BRCC may also be able to assist with the printing, distribution and collection of the stakeholder survey. It would be necessary to consult with a number of public bodies and stakeholders which TR would identify. TR agreed to compile a list of key issues for consideration at a future meeting of the steering group. It was also noted that Regulation 15 required the feedback from the consultation to be considered and, where appropriate, the draft Neighbourhood Plan would need to be amended before submission to Bedford Borough Council. This included feedback from the Local Planning Authority, and, in this regard, it was anticipated that SS would liaise with Bedford Borough Council towards the end of the drafting process.	SS and TR to take forward.
NP19/027	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	No further information/updates received.	N/A.
NP19/028	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.

Meeting closed at 8.25pm.

Neighbourhood Plan Steering Group Minutes 27th February 2019

Chairman.....

Page | 4

Date 20th March 2019

Signed at Full Council.....