



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com

Website: woottonpc.bedsparishes.gov.uk



[www.facebook.com/
WoottonParishCouncilBedfordshire](https://www.facebook.com/WoottonParishCouncilBedfordshire)

Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 20th March 2019 at 7pm at Wootton Community Centre, Harris Way, 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), Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – parish councillor) and Paul Quirk (PDQ – parish councillor). Trevor Roff (TR – Regeneration Positive).		
Absent (no apologies received)			
Agenda no	Agenda item title	Resolution	Action
NP19/029	Apologies for absence. Clive Baker (CB), Hazel Martin (HM – parish councillor), Sally Stroman (SS – APC Planning) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. SP (Sue Playford – Clerk to the Council) was not in attendance.	Noted for the minutes.	SP to keep on file.
NP19/030	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/031	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.
NP19/032	Minutes of the previous meeting.	Resolved to receive and adopt.	SP to keep on file.

Neighbourhood Plan Steering Group Minutes 20th March 2019

Chairman.....

Page | 1

Date 24th April 2019

Signed at Full Council.....

	<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 27th February 2019.	Proposed: SJ. Seconded: JN. Resolved by all present.	
NP19/033	Matters arising from the minutes – for information only. - 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. - NP19/024 + NP19/037 – Site Assessment Work. Refer to agenda item NP19/037. - NP19/022, 023 + NP19/035 + 036 – Landowner communication(s). Refer to agenda items NP19/035 and NP19/036. - 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. - NP19/025 – Village Design Statement. A first draft is expected by the end of March 2019 which SS will incorporate into the emerging Neighbourhood Plan. - NP19/026 – Emerging Neighbourhood Plan. A first draft is expected by early April 2019 after which there will be a need for a further public consultation on the pre-submission version (in accordance with regulation 14 of the Neighbourhood Planning (General) Regulations 2012). A proposal that Regeneration Positive (TR) oversee this consultation will be determined at Full Council on 13th March 2019.	No further comments received.	SP to keep on file.
NP19/034	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.
NP19/035	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.	It was noted Savills were still engaged in positive dialogue regarding the potential allocation of site 317 (land between Potters Cross and Wootton Road) – with 50 dwellings considered for that area, plus the allocation of considerable amenity land. It was noted a	SP to keep on file.

Neighbourhood Plan Steering Group Minutes 20th March 2019

Chairman.....

Page | 2

Date 24th April 2019

Signed at Full Council.....

		highways consultant had been appointed to prepare a suitably evidenced report, supporting the proposed allocation. The report would cover the following aspects: • Vehicle access to the site; • Traffic volume and speed counts for the relevant length of Bedford Road in order to establish visibility splay requirements; • Review of any relevant accident data; • Review of adopted highway boundaries; • High level review of potential traffic generation and general impact on the network. No timescales were given for the transport assessment report. Savills were also reminded of the need to establish an appropriate undertaking for the transfer of amenity land to the parish council, should site 317 be eventually allocated within the Neighbourhood Plan. It was noted Savills were in talks with their legal advisers to establish a workable mechanism for the land transfer that would meet the needs of both parties. Further communications would follow.	
NP19/036	To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item NP19/035) and to make recommendation to Full Council as necessary.	(a) Land Agents acting for landowners of the preferred sites site 312 (land South of Keeley Lane, Wootton), site 652 (land at The Chequers Public House, Wootton) and site 653 (land at Tinkers Corner, Keeley Lane, Wootton) all confirmed transport assessments had been commissioned to confirm adequate visibility and safe access – required to fully inform the emerging Neighbourhood Plan. It was hoped the reports would be available for release before the end of March 2019. (b) A meeting with the promoter of Site 463 (Land on South Side of Keeley Lane) – DevComms (on behalf of Rainer Developments)	SP to keep on file.

		was held ahead of this meeting. The promoter had noted the land could accommodate over 80 dwellings but had suggested a figure of 54, in light of ridge and furrow on site. They had been reminded the Neighbourhood Plan would be looking for a maximum of 25 dwellings. The promoter had also confirmed preparedness to obtain a transport assessment for the site, alongside indicative sketch designs and illustrative site plans. It was hoped the documents would be ready to review by the end of March 2019.	
NP19/037	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 hoped the site assessment would be available for review at the next meeting of this steering group, following receipt of the transport assessments as detailed under agenda item NP19/036.	SP to keep on file.
NP19/038	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.	It was hoped the first draft would be available ahead of the next meeting of this steering group.	SP to keep on file.
NP19/039	To receive a report from Regeneration Positive (TR) regarding key issues surrounding the first draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.	(a) Project Planning: TR provided an update of key tasks associated with the evidence gathering and drafting of the Neighbourhood Plan (originally considered by the Steering Group at its meeting on 26 September 2018). The following issues were to be brought back to the next meeting of this steering group for discussion/review: • The initial draft Neighbourhood Plan; • Village Design Statement; • Habitat Regulation Screening Assessment; • Final Draft Site Assessment Report; • Ideally, all draft exhibition/consultation material. SP would also need to approach BRCC to confirm timescales in terms of supporting the preparation, printing, distribution and collation the final consultation papers – distribution to be completed no later than 13th May 2019.	SP/all to take forward.

Neighbourhood Plan Steering Group Minutes 20th March 2019

Chairman.....

Page | 4

Date 24th April 2019

Signed at Full Council.....

		(b) Regulation 14 Consultation: TR provided a summary of the key tasks associated with the arrangements for the statutory 6 week “pre-submission consultation” in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. It was hoped the consultation would take place during May/June 2019. The community centre had been booked for Friday/Saturday 17 th /18 th May and Saturday 18 May 2019.	
NP19/040	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	No further information or updates received.	N/A.
NP19/041	To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.	No further information or updates received.	N/A.

Meeting closed at 7:30pm.

Neighbourhood Plan Steering Group Minutes 20th March 2019

Chairman.....

Page | 5

Date 24th April 2019

Signed at Full Council.....