



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 24th April 2019 at 8pm 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), Hazel Martin (HM – parish councillor), 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: Trevor Roff (TR – Regeneration Positive), Sally Stroman (SS – APC Planning) and Sue Playford (SP - Clerk to the Council and Responsible Financial Officer).		
Absent (no apologies received)			
Agenda no	Agenda item title	Resolution	Action
NP19/042	Apologies for absence. Clive Baker (CB) and Paul Quirk (PDQ – parish councillor).	Noted for the minutes.	SP to keep on file.
NP19/043	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/044	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.
NP19/045	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: SO. Seconded: JN.	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 20 th March 2019.	Resolved by all present.	
NP19/046	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. - NP19/037 + NP19/050 – Site Assessment/Allocation Work. Refer to agenda item NP19/050. - NP19/035 + 036 and NP19/048 + 049 – Landowner communication(s). Refer to agenda items NP19/048 and 049. - NP19/011 + NP19/053 – 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. Refer to agenda item NP19/053. - NP19/025 + NP19/052 – Village Design Statement. A first draft is expected by the end of March 2019 which SS will incorporate into the emerging Neighbourhood Plan. Refer to agenda item NP19/052. - 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 was approved/resolved by Full Council on 13th March 2019 (FC19/073).	No further comments received.	SP to keep on file.
NP19/047	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.
NP19/048	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 there had been no further progress since the last meeting of this steering group.	TR to take forward.
NP19/049	To receive an update from Regeneration Positive (Trevor Roff) regarding ongoing communications with landowners (in addition to agenda item	TR reported transport assessments for all other sites had been received and all confirmed	All to note.

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	NP19/048 and including correspondence received from HSL (Hollins Strategic Land) and Bedford Borough Council), plus Cotswold Transport Planning and to make recommendation to Full Council as necessary.	adequate access and visibility. In the absence of PDQ, SP read out a statement in which he disagreed there was safe and acceptable access/egress to the proposed site behind The Chequers PH. It was noted these assessments were simply a high-level overview and fuller details would come forward as appropriate. SS confirmed all reports contained a high level of detail for this stage of the process. A proposal for development adjacent to the upper school, received from Hollins Strategic Land was acknowledged but not considered as it was not part of any ongoing site assessments. Any speculative formal application would be considered if made.	
NP19/050	To receive an update on the progress of site assessment/allocation work (currently being undertaken by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.	SS confirmed works were ongoing to complete a covering report/executive summary but that all assessments had been undertaken.	SS to take forward.
NP19/051	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 noted this was the second draft of the Neighbourhood Plan, not first as indicated. SS thanked JN, SO and TR for their input and confirmed she was happy with all comments. SO reiterated the need to mirror Bedford Borough Council's use of the term Mobility Housing and the Neighbourhood Plan should use the same terminology. SS sought clarification on the following: • Policy W9 – as a new policy to SS, confirmation was needed that all members were happy with the wording and that affordable housing would be offered first to those with a connection to the parish. All were in agreement although it was noted there was no guarantee it would be accepted by the examiner. TR had a few minor comments which would be	SP, SS and TR to take forward.

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		passed to SS; - Local Green Spaces – this issue was flagged in the first draft as SS felt sites D & E did not meet the relevant criteria. After discussion it was agreed to leave them as present, as the suggestions had come from the earlier Green Infrastructure Plan process; - Policy W15 – additions included Wootton Garage and Pharmacy, St Mary's Church Hall, the Scout Hut, plus the new nursery off Fields Road; - Policy W20 – all points were accepted, with the inclusion of bridleways, alongside footpaths; - It was also agreed to include the proposal to extend Lorraine Road cemetery, where most suitable. SS stressed the village design statement was an intrinsic part of the plan – even if as an appendix. SS added the proposals maps and graphic materials were not within her discipline and it was agreed she would meet separately with SP to discuss this further. In the meantime the second draft would be updated and sent to SP for onward circulation (including Bedford Borough Council).	
NP19/052	To receive, review and comment/approve the first draft of the Village Design Statement (Joff Duck – Building The Past) and to make recommendation to Full Council as necessary.	SO requested the paragraph relating to the post office and take away units (page 35) be removed and all were in agreement. SS again raised the issue of graphics – to be discussed with SP. The draft now included guidelines rather than just description and SS confirmed she would make references to its conclusions within the Neighbourhood Plan.	SP and SS to take forward.

NP19/053	To discuss the draft Habitat Regulations Assessment Screening Report and to make recommendation to Full Council as necessary.	It was agreed the second draft of the Neighbourhood Plan could now be provided to enable the screening report to be taken forward.	SP to take forward.
NP19/054	To receive a report from Regeneration Positive (TR) regarding the need to undertake a Strategic Environmental Assessment Screening in addition to the Habitat Regulations Assessment Screening and to make recommendation to Full Council as necessary.	It was noted Bedford Borough Council had now determined the completion of a Strategic Environmental Assessment Screening was the responsibility of Wootton Parish Council. A screening report template was available and it would be an additional remit for SS to complete (SS agreed to provide additional costings to SP for determination). SS outlined that the screening report would be consulted with Natural England, Historic England and the Environment Agency. The respective bodies would have 5 weeks in which to respond. SS stated it would be more realistic to take this forward before any consultation as an unrealistic time table would prove challenging and the parish council would be criticised if the consultation on the pre-submission plan took place during the summer months. In that respect, it was suggested the consultation take place Fri/Sat 6 th /7 th September. SJ offered thanks to SS and TR for their efforts to date.	SP and SS to take forward.
NP19/055	To receive a report from Regeneration Positive (TR) regarding key issues surrounding the first draft of the Neighbourhood Plan (including draft exhibition/consultation materials) and to make recommendation to Full Council as necessary.	TR confirmed he had commenced works on the boards and survey forms – the latter of which had now been provided to BRCC for a fuller quotation in terms of Survey Monkey works. SP agreed to chase for the updated quotation and inform BRCC of the date changes in terms of the exhibition and distribution (now the week commencing 1 st September 2019). TR asked all present to confirm they were happy with the key messages – he confirmed	All to take forward.

		the complete documentation would be circulated for all to input/comments. A list of Regulation 14 consultation bodies had also been circulated.	
NP19/056	To consider the further retention of Regeneration Positive's services (in the preparation of the emerging Neighbourhood Plan) and to make recommendation to Full Council as necessary.	Resolved to retain Regeneration Positive's services until the end of October 2019. Proposed: JN. Seconded: SO. Resolved by all present.	SP to take forward.
NP19/057	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.
NP19/058	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 9:10pm.