



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 22nd May 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), Clive Baker (CB), Gerald Bygraves (GB – parish councillor), Bob Hensher (BH – 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. 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
NP19/059	Apologies for absence. Hazel Martin (HM – parish councillor) and Jeff Noakes (JN – parish councillor).	Noted for the minutes.	SP to keep on file.
NP19/060	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/061	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.
NP19/062	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: GB. Seconded: SO. Resolved by all present.	SP to keep on file.

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	adopt the minutes of the Neighbourhood Plan Steering Group meeting held on 24 th April 2019.		
NP19/063	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. This proposal will feature in the Neighbourhood Plan. Move to close. - NP18/093 + NP19/073 – Neighbourhood Plan Project Plan. A “next steps” document has been completed – taking the timeline to Mar/Apr 2019. Refer to agenda item NP19/073. - NP19/050 + NP19/067 – Site Assessment Report. Refer to agenda item NP19/067. - NP19/048 + 049 + NP19/065 + NP19/066 – Landowner communication(s). Refer to agenda items NP19/065 and NP19/066. - NP19/053 + NP19/070 – Habitat Regulations Assessment Screening Report. Resolved 24th April 2019 (NP19/053) that SS would send a copy of the draft N Plan to Bodsey Ecology Ltd once amendments had been made. Refer to agenda item NP19/070. - NP19/052 + NP19/069 – Village Design Statement. The final draft has now been received. Refer to agenda item NP19/069. - NP19/026 + NP19/068 – 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). The latest draft has been forwarded to Bedford Borough Council. Refer to agenda item NP19/068.	No further comments received.	SP to keep on file.
NP19/064	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.
NP19/065	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 confirmed there had been minimal ongoing discussions with Savills, but the highways report was nearly complete. A land transfer mechanism was also being investigated.	SP to keep on file.
NP19/066	To receive an update from Regeneration Positive (Trevor Roff) regarding	TR noted one clarification over site acreage was ongoing but there had been no other	SP to keep on file.

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	ongoing communications with landowners (in addition to agenda item NP19/065) and to make recommendation to Full Council as necessary.	discussions.	
NP19/067	To receive an update on the progress of the Site Assessment Report (currently being drafted by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.	SS confirmed her priority had been the Neighbourhood Plan and Strategic Environmental Assessment Screening report as there was a need for those to be seen by other parties. The site assessment works were complete and the report was nearly complete.	SS to take forward.
NP19/068	To receive a report from APC Planning (Sally Stroman) regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.	SS confirmed the latest draft was with Bedford Borough Council. Due to upcoming Local Plan 2030 hearings, a meeting with them was not expected to take place until the end of June 2019. PDQ raised concerns regarding access to the site behind the Chequers PH (policy W5), however it was noted were a formal planning application taken forward, a more detailed transport assessment would be necessary. SS confirmed she would meet with GL and SP to discuss the policies map.	GL, SP and SS to take forward.
NP19/069	To receive, review and approve the final draft of the Village Design Statement (Joff Duck – Building The Past) and to make recommendation to Full Council as necessary.	SS confirmed she would make the amendments referencing the Chequers PH previously being known as the Star Inn. Resolved to receive, review and approve the final draft, subject to the above amendment and make the same recommendation to Full Council. Proposed: GB. Seconded: GL. Resolve by all present.	SP and SS to take forward.
NP19/070	To receive an update on the draft Habitat Regulations Assessment Screening Report and to make recommendation to Full Council as necessary.	Bodsey Ecology Ltd were now in receipt of the latest draft of the Neighbourhood Plan and had confirmed works should be completed by the end of June 2019.	SP to keep on file.
NP19/071	To receive an update on the progress of the Strategic Environmental Assessment Screening (currently being drafted by APC Planning – Sally Stroman) and to make recommendation to Full Council as necessary.	SS confirmed the report was almost complete and would need to be sent to the Environment Agency, Natural England and Historic England,	SP and SS to take forward.

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		alongside the draft Neighbourhood Plan. After discussion it was agreed SS would circulate it to all steering group members and invite comments via email, before SP forwarded the documents as necessary.	
NP19/072	To receive a report from Regeneration Positive (TR) regarding key issues surrounding the latest draft of the Neighbourhood Plan (including draft exhibition/consultation materials) and to make recommendation to Full Council as necessary.	TR confirmed all exhibition materials had been updated following the latest refresh of the Neighbourhood Plan. Further changes may be necessary following Bedford Borough Council's response to the latest draft. As mentioned previously, Bedford Borough Council were not expected to respond until June. It was agreed SP and SS would approach Bedford Borough Council mid-June in order to arrange an initial meeting. It was noted the Neighbourhood Plan referenced the Crown Estate land within policy W12 (Other Important Green Spaces) and policy W20 noted a wish to extend Lorraine Road cemetery. Resolved to accept the amended quotation from BRCC without further comment and make the same recommendation to Full Council. Proposed: BH. Seconded: JW. Resolved by all present.	SP, SS and TR to take forward.
NP19/073	To review the Neighbourhood Plan Project Plan and to make recommendation to Full Council as necessary.	No further comments received.	N/A.
NP19/074	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.
NP19/075	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 8.20pm.

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