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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 31st July 2019 at 8.05pm 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	John Wheeler (JW – parish councillor, in the chair in the absence of GL), Bob Hensher (BH – parish councillor) , Jeff Noakes (JN – parish councillor), Stuart O'Dell (SO – parish councillor) and Paul Quirk (PDQ – parish councillor). JW is also the Borough Councillor for Wootton. In attendance: 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
NP19/076	Apologies for absence. Clive Baker (CB), Gerald Bygraves (GB – parish councillor), Gareth Lloyd (GL – parish councillor), Hazel Martin (HM – parish councillor) and Trevor Roff (TR – Regeneration Positive).	Noted for the minutes.	SP to keep on file.
NP19/077	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/078	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.
NP19/079	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i>	Resolved to receive and adopt. Proposed: BH.	SP to keep on file.

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	http://woottonpc.bedsparishes.gov.uk/ . Members of the Neighbourhood Plan Steering Group are asked to receive and adopt the minutes of the Neighbourhood Plan Steering Group meeting held on 22 nd May 2019.	Seconded: SO. Resolved by all present.	
NP19/080	Matters arising from the minutes – for information only. - NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed. - NP19/073 – Neighbourhood Plan Project Plan. A “next steps” document was completed, taking the timeline to Mar/Apr 2019. To be reviewed again after timescales are known for the Strategic Environmental Assessment Screening Report. - NP19/067 + NP19/082 – Site Assessment Report. Refer to agenda item NP19/082. - NP19/065 + 066 – Landowner communication(s). Ongoing. - NP19/070 + NP19/085 – Habitat Regulations Assessment Screening Report. Refer to agenda item NP19/085. - NP19/068 + NP19/083 + 084 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP19/083+084. - NP19/071 + NP19/086 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP19/086.	No further comments received.	SP to keep on file.
NP19/081	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.
NP19/082	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 the assessment report was complete and was now under review following comments received by Historic England.	SS to take forward.
NP19/083	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 comments from Bedford Borough Council had been received in the form of annotations to the plan itself, on 3 rd July 2019. SS was now tasked with reviewing those comments and updating/amending the plan where relevant. In summary: - Minor amendments were needed to text and policy; - Suggestions had been made regarding	SS to take forward.

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		format/appendices; • Some comments on policy were not reflected on other local Neighbourhood Plan; • Issues were raised regarding housing allocations; • The suggested approach to the allocation of affordable housing was not agreed; • Justification was requested in terms of other important green spaces and also views identified within the Village Design Statement. SS confirmed reasoning would be sourced to leave policies as was, not least the affordable housing policy – an aspiration from residents following previous consultations, with evidence an examiner could refer to. SS hoped to have all recommendations for review at the next meeting of this steering group.	
NP19/084	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.	SS confirmed she was liaising with TR.	SS/TR to take forward.
NP19/085	To receive, review and approve the final Habitat Regulations Assessment Screening Report and to make recommendation to Full Council as necessary.	SS stated this assessment screening report (undertaken by Bodsey Ecology) confirmed the Neighbourhood Plan could proceed, as it would not have an adverse impact on any European sites, qualifying features and/or integrity of any sites. It did provide minor alterations to some policy wording.	SS to take forward.
NP19/086	To receive an update on the progress of the Strategic Environmental Assessment Screening Report and to make recommendation to Full Council as necessary.	SS noted both the Environment Agency and Natural England had confirmed there was no need for a Strategic Environmental Assessment. However, Historic England had listed both positive and negative effects on the historic environment, meaning a Strategic Environmental Assessment was necessary. It	SP/SS to take forward.

		was now necessary to scope a level of detail to go into the environmental report. After further discussion it was resolved SP source appropriate contractors to assist with this process, with a view to obtaining quotations for consideration at the next Full Council meeting (14th August 2019). Proposed: SO. Seconded: JN. Resolved by all present to take this recommendation to Full Council.	
NP19/087	To receive an update from APC Planning (Sally Stroman) regarding appointed Inspector's response to Bedford Borough Council following the recent examination of Bedford Borough Council's Local Plan 2030 and to make recommendation to Full Council as necessary.	Having reviewed the inspector's comments, SS noted the main finding was the recommendation that the Local Plan 2030 would be subject to an early review - submission was necessary within three years of the date of adoption. Given work for this local plan started in Jan/Feb 2014, timescales would be tight. It was hoped this early review would favour Wootton's Neighbourhood Plan, given there were allocated sites being taken forward. SS then noted changes to both affordable housing and local green spaces policies and SO expressed his disappointment that the inspector's report wanted changes to the proposed Housing Mix Policy 60S which had sought to secure more dwellings suitable for elderly and disabled people in both market and affordable developments.	SP to keep on file.
NP19/088	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	No further comments received.	N/A.
NP19/089	To receive further information/updates from Regeneration Positive (Trevor Roff) and to make recommendation to Full Council as necessary.	No further comments received.	N/A.

Meeting closed at 8.40pm.

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