



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 25th September 2019 at 8pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

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), 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. Keith Randell (KR – parish councillor) was in attendance. In attendance: Sally Stroman (SS – APC Planning) and Trevor Roff (TR – Regeneration Positive). Also in attendance: Sue Playford (SP - Clerk to the Council and Responsible Financial Officer).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP19/090	Apologies for absence. Clive Baker (CB) and Bob Hensher (BH – parish councillor).	Noted for the minutes.	SP to keep on file.
NP19/091	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/092	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.
NP19/093	Minutes of the previous meeting.	Resolved to receive and adopt.	SP to keep on file.

Neighbourhood Plan Steering Group Minutes 25th September 2019

Chairman.....

Page | 1

Date 30th October 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 31st July 2019.	Proposed: GB. Seconded: JN. Resolved by all present.	
NP19/094	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. - NP19/082+NP19/096 – Site Assessment Report. Refer to agenda item NP19/096. - NP19/065+066 + NP19/099 – Landowner communication(s). Refer to agenda item NP19/099. - NP19/085 – Habitat Regulations Assessment Screening Report. The screening report has confirmed the Neighbourhood Plan will have no adverse impact on any European Sites, qualifying features and/or integrity of any sites. - NP19/083+084 + NP19/097+098 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP19/097+098. - NP19/086+ P19/100 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP19/100.	No further comments received.	SP to keep on file.
NP19/095	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.
NP19/096	To receive a report from APC Planning (Sally Stroman) on the review of the completed Site Assessment Report and to make recommendation to Full Council as necessary.	SS confirmed comments received were still being addressed.	SS to take forward.
NP19/097	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 had previously confirmed comments received from Bedford Borough Council were being reviewed. Alterations had been made where appropriate to the next version of the plan and the review was ongoing. A number of issues had been raised by Bedford Borough	SS and TR to take forward.

Neighbourhood Plan Steering Group Minutes 25th September 2019

Chairman.....

Page | 2

Date 30th October 2019

Signed at Full Council.....

		Council which landowners via land agents had provided robust and compelling evidence to support proposed allocations within the emerging Neighbourhood Plan.	
NP19/098	To receive a report from Regeneration Positive (Trevor Roff) 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 materials had been produced and would be updated with modifications as necessary.	TR to take forward.
NP19/099	To receive a report from Regeneration Positive (Trevor Roff) regarding ongoing landowner communications and to make recommendation to Full Council as necessary.	TR stated communications were ongoing, with a focus on transport, heritage and education.	TR to take forward.
NP19/100	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	SP confirmed she was waiting to hear from Locality with regard to SEA assistance from AECOM. SS stated she was happy to meet with AECOM in order to move the issue forward and it was hoped a draft SEA could be provided ahead of the next meeting of this steering group on 30 th October 2019.	SP to take forward.
NP19/101	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	SS advised the steering group to contact the landowners of proposals to designate their land as local green space in accordance with Planning Policy Guidance. SS agreed to provide a template letter to SP for distribution, informing of this steering group's intention to designate those areas (five in total – as identified in the Green Infrastructure Plan produced by BRCC).	SP and SS to take forward.
NP19/102	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.

Neighbourhood Plan Steering Group Minutes 25th September 2019

Chairman.....

Page | 3

Date 30th October 2019

Signed at Full Council.....