



WOOTTON PARISH COUNCIL



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Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 30th October 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), Bob Hensher (BH – 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) and Bob Wallace (BW – parish councillor) were 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)			
Agenda no	Agenda item title	Resolution	Action
NP19/103	Apologies for absence. Clive Baker (CB) and Hazel Martin (HM – parish councillor).	Noted for the minutes.	SP to keep on file.
NP19/104	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/105	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.
NP19/106	Minutes of the previous meeting.	Resolved to receive and adopt.	SP to keep on file.

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	Minutes are published on the Wootton Parish Council website: 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 25th September 2019.	Proposed: JN. Seconded: JW. Resolved by all present.	
NP19/107	Matters arising from the minutes – for information only. Please inform the Clerk by Tuesday 29th October 2019 if you have information or a query on any item below. The Chairman may request around the table updates at this meeting. • 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. • NP19/096 + NP19/109 – Site Assessment Report. Refer to agenda item NP19/109. • NP19/099 + NP19/112 – Landowner communication(s). Refer to agenda item NP19/112. • 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. Move to close. • NP19/097+098 + NP19/110+111 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP19/110+111. • NP19/100 + NP19/113 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP19/113.	No further comments received.	SP to keep on file.
NP19/108	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.
NP19/109	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.	It was noted due to other pressing priorities, a review of the report was ongoing.	SS to take forward.
NP19/110	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 she had addressed all comments received from Bedford Borough Council and	SS to take forward.

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	Council as necessary.	was now awaiting the outcome of the Strategic Environmental Assessment.	
NP19/111	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 consultation and exhibition materials were prepared and he was awaiting any changes that may be necessary once the Strategic Environmental Assessment had been undertaken. It was anticipated the consultation would likely take place in Feb/Mar 2020. It was noted the emerging Neighbourhood Plan carried little weight in planning terms and that Bedford Borough Council were not willing to deviate from NPPF (National Planning Policy Framework), despite misleading comments from Bedford Borough Council that Wootton Parish Council had not yet carried out any consultation. Whilst further formal consultations were necessary, the parish council had hosted two Green Infrastructure Plan workshops, delivered/completed an initial questionnaire and delivered/completed a further Issues & Options questionnaire. BBCllr Wheeler confirmed BBCllr McMurdo intended to raise the issue of emerging Neighbourhood Plans being undermined by the Borough Council with its Chief Executive.	TR to take forward.
NP19/112	To receive a report from Regeneration Positive (Trevor Roff) regarding ongoing landowner communications and to make recommendation to Full Council as necessary.	SS confirmed letters had been sent to landowners of areas which the Neighbourhood Plan wished to secure as local green spaces – Bedford Borough Council and Wootton Poor's Land Charity. It was noted an adjacent paddock area to the allotments had not been taken forward as it was not identified during the two Green Infrastructure Plan workshops. It was further noted Wootton Poor's Land Charity was seeking advice before commenting further. No response had been received from Bedford	All to note.

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		Borough Council. SP was asked to chase mid-November. TR confirmed he was in touch with the three main land agents and they were aware of ongoing delays due to the need to complete a Strategic Environmental Assessment.	
NP19/113	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	SP and SS had recently met with Mark Fessey, AECOM and a draft report was expected by Friday 1st November 2019. The Strategic Environmental Assessment was a four-step process: • Scoping – this would take five weeks and involved consulting with Bedford Borough Council, the Environment Agency, Historic England and Natural England; • Looking at reasonable alternatives; • Assessment of the draft Neighbourhood Plan; • Preparation and publishing of the Strategic Environmental Assessment Report. In total this process was expected to take 10-12 weeks to complete.	All to note.
NP19/114	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.
NP19/115	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 8.25pm.

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