



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ
Tel: 07531 930788
E-mail: woottonparishclerk@gmail.com
Website: woottonpc.bedsparishes.gov.uk



Minutes of the Neighbourhood Plan Steering Group meeting held on Wednesday 20th November 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), Clive Baker (CB), Gerald Bygraves (GB – parish councillor), Bob Hensher (BH – parish councillor), 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: Keith Randell (KR – parish councillor). Also 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
NP19/116	Apologies for absence. Paul Quirk (PDQ – parish councillor).	Noted for the minutes.	SP to keep on file.
NP19/117	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP19/118	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.

Neighbourhood Plan Steering Group Minutes 20th November 2019

Chairman.....

Page | 1

Date 15th January 2020

Signed at Full Council.....

NP19/119	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 adopt the minutes of the Neighbourhood Plan Steering Group meeting held on 30 th October 2019.	Resolved to receive and adopt. Proposed: JN. Seconded: GB. Resolved by all present.	SP to keep on file.
NP19/120	Matters arising from the minutes – for information only. Please inform the Clerk by Tuesday 19th November 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. - NP19/109 + NP19/122 – Site Assessment Report. Refer to agenda item NP19/122. - NP19/112 + NP19/125 – Landowner communication(s). Refer to agenda item NP19/125. - NP19/110+111 + NP19/123+124 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP19/123+124. - NP19/113 + NP19/126 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP19/126.	No further comments received.	SP to keep on file.
NP19/121	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.
NP19/122	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 priority had been given to resolving the Strategic Environmental Assessment Scoping Report and the completed Site Assessment Report would be available shortly.	SS to take forward.
NP19/123	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 all amendments were up to date. It was not yet clear if further amendments would be required with regard to the outcome of the SEA and the timing of the adoption of	SS to take forward.

Neighbourhood Plan Steering Group Minutes 20th November 2019

Chairman.....

Page | 2

Date 15th January 2020

Signed at Full Council.....

		Bedford Borough Council's Local Plan 2030. No response had been received from landowners approached regarding the local green space designation within the plan, however the parish council could demonstrate to the appointed examiner that landowners had been contacted at an early stage.	
NP19/124	To receive a report from Regeneration Positive (Trevor Roff) regarding additional key issues surrounding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.	No further comments received.	N/A.
NP19/125	To receive a report from APC Planning (Sally Stroman) and Regeneration Positive (Trevor Roff) regarding new/ongoing landowner/agent communications and to make recommendation to Full Council as necessary.	An email received from Hollins Strategic Land was read by SS to all present and it was noted the same organisation had contacted Wootton Upper School with regard to an ongoing local planning application. Concerns were raised a response at this stage could prejudice ongoing planning determinations and so members resolved to make no response and make the same recommendation to Full Council. Proposed: JN. Seconded: GD. Resolved by all present. TR confirmed all landowners/agents involved in ongoing discussions had been made aware of the need for a Strategic Environmental Assessment. All had received the very detailed scoping report. It was anticipated the Regulation 14 consultation would be held in Feb/Mar 2020.	SP to take forward.
NP19/126	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	SS had provided AECOM with comments following receipt of the draft copy of the scoping report. The document was now subject to consultation with Bedford Borough Council, the Environment Agency, Historic England and Natural England. Deadline for comments was Friday 20 th December 2019 and SS and SP would be informed as soon as any	SP and SS to take forward.

Neighbourhood Plan Steering Group Minutes 20th November 2019

Chairman.....

Page | 3

Date 15th January 2020

Signed at Full Council.....

		representations were received.	
NP19/127	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.
NP19/128	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 8.15pm.