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Minutes of the Virtual Meeting of the **Neighbourhood Plan Steering Group** held via Zoom on Wednesday 29th April 2020 at 8pm.

Agenda no	Agenda item title		
Open Forum	There were no members of the public or press present via Zoom 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), Paul Quirk (PDQ – parish councillor) and John Wheeler (JW – parish councillor). JW is also the Borough Councillor for Wootton. Also in attendance: Sally Stroman (SS – APC Planning) and Trevor Roff (TR – Regeneration Positive). Also in attendance: Sue Edgar Playford (SP - Clerk to the Council and Responsible Financial Officer).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP20/014	Apologies for absence. None.	N/A.	N/A.
NP20/015	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP20/016	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.
NP20/018	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i>	Resolved to receive and adopt. Proposed: JN.	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 15 th January 2020.	Seconded: SO. Resolved by all present.	
NP20/019	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. - NP20/007 + NP20/021 – Site Assessment Report. Refer to agenda item NP20/021. - NP20/010 + NP20/024 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/024. - NP20/008+009 + NP20/022+023 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP20/022+023. - NP20/011 + NP20/025 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/025.	No further comments received.	SP to keep on file.
NP20/020	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 via Zoom.	N/A.
NP20/021	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.	No further update to advise upon other than the report was being used by AECOM to help finalise the Strategic Environment Assessment report.	SS to take forward.
NP20/022	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.	It was noted all amendments had been made to take into account the now adopted policies of the Local Plan 2030.	SS to take forward.
NP20/023	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.	After detailed discussion it was agreed SP and SS would approach Locality for fuller information regarding pre-submission consultation and publicity requirements (Regulation 14), in light of ongoing Coronavirus (Covid-19) restrictions and advice received	SP to keep on file.

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		from Bedford Borough Council. This would then enable an informed decision to be made with regard to Regulation 14 next steps. TR confirmed all exhibition materials were complete and that he could transfer the same into publicity leaflets. TR had also approached BRCC (Bedfordshire Rural Communities Charity) to see if they were able once again to help with distribution and data collection.	
NP20/024	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.	TR confirmed he remained in touch with all landowner/agents, but no further updates had been received, in light of ongoing Coronavirus (Covid-19) restrictions. It was noted the Wootton Poor's Land Charity did not wish for the allotments area to be categorised as Local Green Space within the Neighbourhood Plan. SS confirmed the land could be classified as an identified village facility within Policy W15 as an alternative. This approach was agreed.	SS to take forward.
NP20/025	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	SS outlined that since the last meeting, a conference call had been held with the appointed consultants and a draft report was provided on 3 rd April 2020. Both TR and SS had reviewed the draft and a number of amendments to the report had been highlighted ahead of the meeting. After detailed discussion it was agreed SS would collate all amendments, with SP's assistance, before responding again to AECOM.	SP and SS to take forward.
NP20/026	To discuss information received from Bedford Borough Council with regard to ongoing Coronavirus (Covid 19) restrictions and impact on Neighbourhood Planning and to make recommendation to Full Council as necessary.	This agenda item was discussed under agenda item NP20/023.	N/A.
NP20/027	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	It was noted no decision had been made by the Planning Inspectorate with regard to the site adjacent to the Upper School, Hall End Road. SS to continue to monitor the situation.	N/A.

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NP20/028	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.
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Meeting closed at 8.45pm.

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