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Minutes of the Virtual Meeting of the **Neighbourhood Plan Steering Group** held via Zoom on Wednesday 27th May 2020 at 7.30pm.

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. 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 Edgar Playford (SP - Clerk to the Council and Responsible Financial Officer).		
Absent (no apologies received)	None.		
Agenda no	Agenda item title	Resolution	Action
NP20/029	Apologies for absence. None.	N/A.	N/A.
NP20/030	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP20/031	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.
NP20/032	To appoint Cllr Randell as a member of the Neighbourhood Plan Steering	Resolved to appoint KR as a member of this	SP to keep on file.

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	Group.	steering group. Proposed: PDQ. Seconded: JN. Resolved by all present.	
NP20/033	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 29 th April 2020.	Resolved to receive and adopt. Proposed: SO. Seconded: JN. Resolved by all present.	SP to keep on file.
NP20/034	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. - NP20/021 + NP20/036 – Site Assessment Report. Refer to agenda item NP20/036. - NP20/024 + NP20/039 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/039. - NP20/022+023 + NP20/037+038 – Emerging Neighbourhood Plan. Bedford Borough Council have provided initial feedback. Refer to agenda item NP20/037+038. - NP20/025 + NP20/040 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/040.	No further comments received.	SP to keep on file.
NP20/035	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.
NP20/036	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 all works were complete and this item could be removed from future agendas.	SP to take forward.
NP20/037	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 changes had been made to incorporate comments received from TR. A further meeting with GL, SP and SS was needed to complete the policies map needed to accompany the plan.	GL, SP and SS to take forward.

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NP20/038	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.
NP20/039	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 all agents were up to date with the latest advice, except notification on a date for the Regulation 14 pre-submission consultation.	TR to take forward.
NP20/040	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	SS requested changes and a final draft of the assessment report from AECOM ahead of this meeting, which had not been received. AECOM were hoping to provide a draft which required no further amendments or cause knock-on effects in relation to the Regulation 14 pre-submission consultation. SS confirmed she would continue to chase. TR thanked SS for her commendable work to date.	SS to take forward.
NP20/041	To discuss information received regarding coronavirus (Covid-19) restrictions and impact on the Regulation 14 Consultation and to make recommendation to Full Council as necessary.	GL detailed an email sent to all members ahead of the meeting regarding option S3 – Proposal for a new access road which was initially proposed to support ingress and egress to/from the village with a focus on upper school traffic. Not all members had opportunity to read the email and after detailed discussion, SP was asked to bring the proposal back to the next meeting of this steering group. SP and SS confirmed Locality had been approached for guidance on how best to proceed with the Regulation 14 pre-submission consultation in light of ongoing Coronavirus (Covid-19) restrictions, as had Bedford Borough Council. Informal guidance was also sought from a barrister contact. The advice received was not conclusive, however there was a need to ensure residents had access to paper copies of the plan – especially those without internet	

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		access. This could not currently be achieved in Wootton without risking breaching social distancing guidelines. An effective consultation was needed to ensure no loopholes existed which could be exploited by developers seeking to build in the village. Advice published by Daventry District Council recommended a halt to all consultations until further guidance had been received from central government and SS agreed to establish what other local authorities were recommending. SS noted Bedford Borough Council had earmarked July-September 2020 for its Issues & Options Consultation (as part of its next Local Plan review) and this could be an indicator on how the parish council should best proceed with its own consultation. After further discussion it was resolved to seek to undertake the public consultation in September and hold the public exhibition at the community centre towards the end of September 2020 (subject to any changes in restrictions), with a view to extending the statutory consultation period from six to eight weeks. Resolved to accept and note the above. Proposed: JN. Seconded: KR. Resolved by all present.	
NP20/042	To receive correspondence from Bedford Borough Council regarding the Bedford Borough Local Development Scheme and to make recommendation to Full Council as necessary.	SS detailed the Local Development Scheme (LDS) which sets out the timeline for the production of local development documents in particular the review of Local Plan 2030. In addition, the LDS includes the borough council's intention of publishing new supplementary planning guidance which	All to note.

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		included development of small sites, infill and extensions. Following the Issues & Options Consultation as detailed in the previous agenda item, it was noted the draft plan consultation would take place in May-June 2021. It was important to ensure this review did not jeopardise the parish council's neighbourhood plan and it was also noted the borough council's timetable could be relaxed if further guidance were received from central government.	
NP20/043	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	It was noted there was still no decision as yet from the Planning Inspectorate regarding the proposal for 81 dwellings adjacent to the upper school.	N/A.
NP20/044	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 8.10pm.

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