



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

Email: Clerk@Wootton-PC.gov.uk

Website: Wootton-pc.gov.uk

[www.facebook.com/](https://www.facebook.com/WoottonParishCouncilBedfordshire)

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Minutes of the Virtual Meeting of the **Neighbourhood Plan Steering Group** held via Zoom on Wednesday 29th July 2020 at 8.04pm.

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	Gerald Bygraves (GB – parish councillor, in the chair in the absence of GL), Clive Baker (CB), 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), Keith Randell (KR – 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
NP20/059	Apologies for absence. Gareth Lloyd (GL – parish councillor).	Noted for the minutes.	SP to keep on file.
NP20/060	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP20/061	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.
NP20/062	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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Date 26th August 2020

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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 24 th June 2020.	Seconded: KR. Resolved by all present.	
NP20/063	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. - NP20/054 + NP20/067 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/067. - NP20/051+NP20/052 + NP20/065+NP20/066 – Emerging Neighbourhood Plan. Refer to agenda item NP20/065+NP20/066. - NP20/055 + NP20/068 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/068.	No further comments received.	SP to keep on file.
NP20/064	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.
NP20/065	To receive a report from APC Planning (Sally Stroman) and Cllr Lloyd regarding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.	In the absence of GL, no update was available. It was noted in the event of need, Harrold Parish Council had a point of contact who could assist with the maps production.	GL to take forward.
NP20/066	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.
NP20/067	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.	No further communications.	SS and TR to take forward.
NP20/068	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	SS confirmed the report was expected in early September 2020.	All to note.
NP20/069	To discuss the upcoming Regulation 14 Consultation and to make recommendation to Full Council as necessary.	TR agreed to contact BRCC again to check dates and costings for all materials needed, including a leaflet drop. It was suggested publicity banners be placed at strategic locations within	GB, SO, SP and TR to take forward.

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		the village and a notice placed in the Bedfordshire Times. Further agreed to make the consultations by appointment only in light of ongoing Covid-19 restrictions. Hand sanitiser and queue markings would also be needed and refreshments would NOT be provided. SO confirmed he would seek to borrow display boards from Bedford Borough Council – GB would do the same with Community Voluntary Service, Bedford. Consultation documents would also need to be distributed to all statutory consultees.	
NP20/070	To receive a report from APC Planning (Sally Stroman) regarding Bedford Borough Council's Local Plan Review – Issues and Options Consultation and Call for Sites and to make recommendation to Full Council as necessary.	The report was circulated ahead of this meeting and detailed Bedford Borough Council's Local Plan Review, timetable and potential areas for growth – including regeneration within Bedford and Kempston. The plan would represent a 35% increase in the annual level of housing growth contained in the Local Plan 2030 – some 26,100 dwellings over the plan period. This new plan differed from the Local Plan 2030 in that it featured employment allocation. After discussion it was agreed to request a fee proposal from SS ahead of Full Council on 12th August 2020 to provide a robust response to Bedford Borough Council which would set out the parish council's emerging neighbourhood plan. SP confirmed the consultation would feature on August's agenda.	SP and SS to take forward.
NP20/071	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.
NP20/072	To receive further information/updates from Regeneration Positive (Trevor	No further comments received.	N/A.

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	Roff) and to make recommendation to Full Council as necessary.		
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Meeting closed at 8.40pm.

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