



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 26th August 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), 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), 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)	Clive Baker (CB).		
Agenda no	Agenda item title	Resolution	Action
NP20/073	Apologies for absence. None.	N/A.	N/A.
NP20/074	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP20/075	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.
NP20/076	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.

Neighbourhood Plan Steering Group Minutes 26th August 2020.

Chairman.....

Page | 1

Date 16th September 2020

Signed at Full Council.....

	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 29 th July 2020 (not 24 th June 2020 as listed incorrectly on the agenda).	Seconded: GB. Resolved by all present.	
NP20/077	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. - NP20/067 + NP20/081 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/081. - NP20/065+NP20/066 + NP20/079+NP20/080 – Emerging Neighbourhood Plan. Refer to agenda item NP20/079+NP20/080. - NP20/068 + NP20/082 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/082.	No further comments received.	SP to keep on file.
NP20/078	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.
NP20/079	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.	GL confirmed the policies maps were completed. Several minor amendments were provided to SS who agreed to make the changes and re-issue the draft document. It was noted whilst central government had issued two white papers (Planning for the Future and Changes to the Current Planning System – both currently out for consultation) – all Neighbourhood Plan works would continue within the existing framework. Resolved to ratify the draft document as amended. Proposed: SO. Seconded: JN. Resolved by all present.	SS to take forward.
NP20/080	To receive a report from Regeneration Positive (Trevor Roff) regarding	No further comments received.	N/A.

Neighbourhood Plan Steering Group Minutes 26th August 2020.

Chairman.....

Page | 2

Date 16th September 2020

Signed at Full Council.....

	additional key issues surrounding the latest draft of the Neighbourhood Plan and to make recommendation to Full Council as necessary.		
NP20/081	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.	It was agreed TR would inform all land agents of the upcoming dates/times for the Regulation 14 Pre-Submission Public Consultation.	TR to take forward.
NP20/082	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	SS confirmed she had contacted Aecom for an update in this respect and the assessment was expected to be received in early September.	SS to take forward.
NP20/083	To discuss the upcoming Regulation 14 Pre-Submission Public Consultation and to make recommendation to Full Council as necessary.	The following points were noted: • SP confirmed all costings for the consultation materials and TR had provided the same to Bedford Borough Council/Bedfordshire Rural Communities Charity; • The first option for the display/one-way system layout was the preferred choice, subject to GL's confirmation the measurements would accommodate all display boards; • SP would purchase hand sanitiser, disposable masks (for public), floor markings, plastic visors (for members) and a notebook for track and trace; • GL agreed to draft a staffing rota for circulation to/completion by members (minimum of three members needed per shift); • A risk assessment completed by SP was approved (to be forwarded to the Charitable Trust once ratified by Full Council); • A risk assessment completed by the Charitable Trust (management entity for the Community Centre) was approved with the following query: • The completion dates for all relevant actions was listed as 1st August. Currently there were no directional	All to noted/take forward.

Neighbourhood Plan Steering Group Minutes 26th August 2020.

Chairman.....

Page | 3

Date 16th September 2020

Signed at Full Council.....

		arrows in the community centre. SP agreed to query the date; • A proposed newspaper publicity article was approved without amendment; • SO and GB had sourced display boards – GB agreed to confirm numbers; • Banner wording was approved – KR agreed to assist SO with their placement. JW agreed to seek confirmation from Bedford Road Lower School that their railings could be used. Resolved to accept the above. Proposed: GB. Seconded: KR. Resolved by all present.	
NP20/084	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.	Direction was provided by members and a draft response was expected after the August bank holiday.	SS to take forward.
NP20/085	To consider how best to update the parish council website in relation to all matters Neighbourhood Plan related and to make recommendation to Full Council as necessary.	GL requested assistance from members in relation to the timeline of events to date. Resolved to appoint Macro Design to undertake all works needed and make the same recommendation to Full Council. Proposed: JN. Seconded: GL. Resolved by all present.	All to take forward.
NP20/086	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.
NP20/087	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 9.08pm.

Neighbourhood Plan Steering Group Minutes 26th August 2020.

Chairman.....

Page | 4

Date 16th September 2020

Signed at Full Council.....