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Minutes of the Virtual Meeting of the **Neighbourhood Plan Steering Group** held via Zoom on Wednesday 16th September 2020 at 8.07pm.

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)	None.		
Agenda no	Agenda item title	Resolution	Action
NP20/088	Apologies for absence. Clive Baker (CB).	Noted for the minutes.	SP to keep on file.
NP20/089	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP20/090	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.
NP20/091	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i>	Resolved to receive and adopt. Proposed: GB.	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 26 th August 2020.	Seconded: KR. Resolved by all present.	
NP20/092	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. - NP20/081 + NP20/096 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/096. - NP20/079+NP20/080 + NP20/094+NP20/095 – Emerging Neighbourhood Plan. Refer to agenda item NP20/094+NP20/095. - NP20/082 + NP20/097 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/097.	No further comments received.	SP to keep on file.
NP20/093	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.
NP20/094	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.	The final version of the Pre-Submission Neighbourhood Plan was delivered on 7 th September 2020.	N/A.
NP20/095	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.
NP20/096	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 land owners/agents had been made aware of the upcoming Regulation 14 Pre-Submission Consultation. No responses had been received to date. No further updates were received from SS.	N/A.
NP20/097	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	SS confirmed the assessment had been received and would accompany the pre-submission Neighbourhood Plan. SS had identified a number of required changes and asked for any other comments/observations by Friday 18 th September 2020 (morning).	All to take forward.

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NP20/098	To discuss the upcoming Regulation 14 Pre-Submission Public Consultation and to make recommendation to Full Council as necessary.	The following points were noted: • TR agreed to collect the Neighbourhood Plan printing from Bedford Borough Council and SP confirmed the order would be given asap; • GB and JW confirmed they could help when required. TR would also assist and bring the display boards. No other bookings were in place for the two weekends so display materials could remain in situ until Sunday; • SO and KR would re-site one publicity banner outside the Community Centre to ensure visitors knew they were at the right location; • SP agreed to send the Pre-Submission Neighbourhood Plan to all statutory consultees; • All other issues were in hand.	All to take forward.
NP20/099	To receive further information/updates from APC Planning (Sally Stroman) and to make recommendation to Full Council as necessary.	SO raised an issue that had been discussed at September's Full Council in relation to central government's consultation on 'Changes to the Planning System' and sought advice from SS on the 'First Homes Policy'. It was agreed the six month rule regarding Neighbourhood Plan submissions for examination was unreasonable and should be extended to nine months. After detailed discussion it was resolved to recommend the Planning & Environment Committee respond to the consultation with a particular focus on the 'First Homes Policy' and six month rule. Proposed: SO. Seconded: JN. Resolved by all present.	SP to take forward.
NP20/100	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 8.45pm.

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