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Minutes of the Virtual Meeting of the **Neighbourhood Plan Steering Group** held via Zoom on Wednesday 25th November 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), 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
NP20/101	Apologies for absence. None.	N/A.	N/A.
NP20/102	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
NP20/103	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.
NP20/104	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i>	Resolved to receive and adopt. Proposed: SO.	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 16 th September 2020.	Seconded: KR. Resolved by all present.	
NP20/105	Matters arising from the minutes – for information only. - NP18/063 – Theme Group progress. All reports have been reviewed and will be revisited when needed. - NP20/096 + NP20/110 – New/ongoing landowner/agent communication(s). Refer to agenda item NP20/110. - NP20/094+NP20/095 + NP20107+NP20/108 – Emerging Neighbourhood Plan. Refer to agenda item NP20/107+NP20/108. - NP20/097 + NP20/111 – Strategic Environmental Assessment Screening Report. Refer to agenda item NP20/111.	No further comments received.	SP to keep on file.
NP20/106	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 the next stages were to analyse the responses received and resolve whether any changes were needed to the plan. In addition to the plan, a basic conditions statement was required, which would set out how the policies conform with Bedford Borough Council's Local Plan 2030 strategic policies. A consultation statement was also required – setting out all consultation steps since the start of the Neighbourhood Plan process. It was noted Bedford Borough Council had already begun the process of preparing its next Local Plan (2040) and the importance of moving forward with this emerging Neighbourhood Plan was stressed in order to afford it as much weight as possible within the Local Plan 2040 process.	
NP20/107	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.
NP20/108	To receive a report from BRCC (Bedfordshire Rural Communities Charity) in relation to the recent Regulation 14 Pre-Submission Public Consultation and to make recommendation to Full Council as necessary.	SS confirmed she would review the complex responses, including statutory consultees and Bedford Borough Council. The draft response was expected January 2021. A working group	

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		consisting of GL, JN and SP (with input from SS and TR) would be formed to respond to resident responses received by SP, and SO agreed to collate all other responses as provided by BRCC. SP confirmed a holding response had already been sent to residents who had been in direct contact and a further update would be provided, pending formal ratification by Full Council in December 2020.	
NP20/109	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.	The potential to use Crown Estate land (currently identified to be protected as open green space as part of the emerging Neighbourhood Plan) for tree planting would be placed on hold, pending the outcome of proposed tree planting at Lorraine Road cemetery. This was in response to the Forest of Marston Vale's five year project to offer trees to all local parishes.	SP to keep on file.
NP20/110	To receive an update on the progress of the Strategic Environmental Assessment and to make recommendation to Full Council as necessary.	No further comments received.	N/A.
NP20/111	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.
NP20/112	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 9pm.