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Minutes of the **Neighbourhood Development Plan Steering Group** meeting held on Wednesday 15th April 2026 at 7.24pm at
Wootton Community Centre, Harris Way, Wootton, MK43 9FZ.

Agenda no	Agenda item title	Resolution	Action	Power
NDP26/001	To elect a Chairman of the Neighbourhood Development Plan Steering Group.	A nomination was received on the evening in favour of Cllr O'Dell. Resolved Cllr O'Dell be appointed Chairman of this steering group. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Standing Orders.
Open Forum	There was one member of the public present who wished to become a member of this steering group. There were no other members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs O'Dell (in the chair), Hensher, Lincoln, Lloyd, Noakes and Randell. In attendance: Sue Edgar Playford (Clerk to the Council and Responsible Financial Officer).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
NDP26/002	To elect a Vice-Chairman (if applicable) and Parish Councillor members of the Neighbourhood Development Plan Steering Group.	A nomination was received on the evening in favour of Cllr Noakes. Resolved Cllr Noakes be appointed Vice-Chairman of this steering group.	Clerk to take forward.	Standing Orders.

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		Parish Councillor members would include Cllrs Bygraves and Wheeler in addition to those present at this meeting. It was noted there would be opportunity for further appointments at the upcoming Annual Council Meeting on 13th May 2026. Cllr O'Dell moved this agenda item include the appointment of resident members and all present were in agreement. Resident members would include Clive Baker and Adam Newland – there would be opportunity for further resident appointments at future meetings of this steering group. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.		
NDP26/003	Apologies for absence. Cllrs Bygraves and Wheeler. Cllr Wheeler is also Borough Councillor for Wootton and Kempston Rural.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40.
NDP26/004	To receive, review and adopt revised Terms of Reference for the Neighbourhood Development Plan Steering Group.	Resolved the Clerk make several minor amendments to the draft Terms of Reference provided ahead of this meeting. It was noted the final version would be received, reviewed and adopted at the Annual Council Meeting on 13th May 2026. Proposed: Cllr Lincoln. Seconded: Cllr Randell. Resolved by all present.	Clerk to take forward.	Standing Orders.
NDP26/005	Minutes of the previous meeting. Not applicable.	N/A.	N/A.	Local Government Act 1972, Sch 12,

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				Part VI, p41 (1).
NDP26/006	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.	Localism Act 2011, Ch 7, s31.
NDP26/007	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.	Localism Act 2011, Ch 7, s33.
NDP26/008	Matters arising from the minutes – for information only. Please inform the Clerk by Wednesday 14th April 2026 if you have information or a query on any item below. The Chairman may request around the table updates at this meeting. None.	N/A.	N/A.	N/A.
NDP26/009	To consider a response to Hyas Associates Ltd in relation to a baseline review of Wootton's Neighbourhood Development Plan and to make recommendation to Full Council as necessary.	After detailed discussion it was resolved the Clerk be instructed to provide feedback to Hyas Associates Ltd in relation to the initial baseline review and to make the same recommendation to Full Council. Proposed: Cllr Randell. Seconded: Cllr Hensher. Resolved by all present.	Clerk to take forward.	Town & Country Planning Act 1990 & subsequent.
NDP26/010	To review a publicity poster, promoting the baseline review of Wootton's Neighbourhood Development Plan and to make recommendation to Full Council as necessary.	After detailed discussion it was resolved Cllr Lincoln be asked to amend the poster to reflect this process was a review of the existing Neighbourhood Development Plan and to request interested parties contact the Clerk to the Council for register their interest in becoming involved with the process. The poster would be added to noticeboards, Parish Council and Village Facebook pages and Wootton newsletter. The same recommendations would be made to Full Council.	Cllr Lincoln to take forward.	Town & Country Planning Act 1990 & subsequent.

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		Proposed: Cllr Lloyd. Seconded: Cllr Randell. Resolved by all present.		
NDP26/011	To determine a schedule of future meetings of the Neighbourhood Development Plan Steering Group and to make recommendation to Full Council as necessary.	Resolved the next meeting of this steering group be 3 rd June 2026, at which future meetings would be determined and to make the same recommendation to Full Council. Proposed: Cllr O'Dell. Seconded: Cllr Lloyd. Resolved by all present.	Clerk to take forward.	Standing Orders.

Meeting closed at 9pm.

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