

Minutes of Meeting of Neighbourhood Plan Steering Committee
held on Monday 7th March 2022, at 7.33pm
Online via Zoom

Present: Councillor A Miller (AM) (Chair), Councillor G Widdowfield (GW),
Councillor N Day (ND),
J Fletcher (JF), A Knight (AK), S Waller (SW),

Minutes: C Callen (Clerk, Barton-le-Clay Parish Council) (CC)

1. Welcome and Introductions

AM welcomed everyone to the meeting.

2. Apologies

R Taylor, T Wall and S Oxley (Governor Arnold Academy)

Two other residents had expressed an interest in being involved in the group but were not in attendance.

3. Declarations of Interest

AM advised that members of the Steering Committee were obligated to disclose material and financial interests in topics discussed. Interests in specific agenda items should be declared, either at the start of the meeting or at the appropriate point during the meeting. Members who have declared an interest in any item will be excluded from voting on that item.

No declarations of interests were made.

(S Waller joined the meeting at 7.38pm)

4. Matters arising from previous meeting

The Parish Council ratified all the items from the last meeting. CC has updated the website with the documents approved.

CC agreed to contact the Local History Group to see if they could provide a brief opening section for the Plan on the history and character of the Village.

5. To approve the Minutes of the meeting held on 7th February 2022

A Miller **PROPOSED** approval of the minutes from the meeting held on 7th February 2022, **SECONDED** by S Waller and **UNANIMOUSLY CARRIED**.

6. Approve draft Housing Needs Survey and Costs

Beds Rural Communities Charity have provided a draft Housing Needs Survey and covering letter for approval. This was discussed and agreed. The cost for completing the survey with BRCC is quoted at £1550 plus VAT; Printing costs of £650 plus VAT; Freepost returns envelopes charged at 0.48p per return; Distribution costs £375 plus VAT.

A Miller **PROPOSED** approval of the costs quoted by BRCC, **SECONDED** by A Knight and **UNANIMOUSLY CARRIED**.

(N Day joined the meeting at 7.50pm)

7. Approve draft Newsletter and distribution arrangements

AM, JF and CC had drafted a Newsletter to be delivered to the Village, providing background on the Neighbourhood Plan and asking residents for their views on the issues that were raised in 2014 when previous questionnaires were completed by residents. After discussion and some minor amendments, the format and content were agreed.

CC will arrange for the amended newsletter to be printed in the Parish Office, ready for distribution. It was agreed to send the newsletter out ahead of the Housing Needs Survey. CC to contact the distributor who is usually engaged by the Parish Council to confirm the cost of £360 plus VAT for the delivery and agree a suitable date.

SW and GW volunteered to help with folding and bundling the newsletters ready for delivery.

8. Discussion re arrangements for Co-op stall

It was agreed at the last meeting to hold an event outside the Co-op on 26th March to canvass views from local residents. AM has got agreement from the Co-op manager.

AM will provide the table and a box for comments.

CC will provide pens, display boards, copies of newsletters, feedback slips.

AM, JF and CC will look at the banners previously purchased by the Group back in 2012 for suitability.

The stall will be set up from 10am to 2pm.

AM, JF, GW – 10am to 12noon

ND – 11am to 1pm

AK, SW, CC – 12noon to 2pm

CC advised that notification had been received that the 'Greenwoods Zero Carbon Community' project team have arranged for a public exhibition at Wrest Park on Thursday 24th March, 4pm-8pm and Saturday 26th March, 10am -2pm.

9. Discussion re consultation with local Businesses

Members discussed the best way to communicate with local businesses to ensure their views were considered in the Plan. It was felt that a face-to-face visit to business premises was the best way to engage with the business community. AM agreed to draft a questionnaire that can be used as a discussion prompt with business owners.

10. Review of draft Flooding issues

AM provided a draft Environment Policy, which covers both flooding and biodiversity issues. The Flooding issues are reflected in Central Beds Council's strategy document that designates Barton-le-Clay as medium risk of ground and surface water flooding. It was agreed that the policy should include avoidance of developing in areas at risk of flooding, with sustainable drainage systems used to mitigate risk, if necessary. It was also agreed to raise awareness regarding planning permission requirements for front garden areas greater than 5 square metres covered with impermeable surface for parking.

11. Review of draft Biodiversity issues

These will be covered mainly by the Green Infrastructure plan. CC has spoken to the Greensand Trust who provided support previously. They have agreed to revisit their papers from 2014 and liaise with the Biodiversity Recording and Monitoring Centre who did the background mapping, for an update. Costs will be provided in due course.

12. Date of next meeting

It was agreed to meet again on Monday 4th April 2022 at 7.30pm online via Zoom.

The meeting closed at 8.44pm