

**Minutes of Meeting of Neighbourhood Plan Steering Committee**  
**held on Monday 4<sup>th</sup> April 2022, at 7.32pm**  
**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), S Oxley (SO), R Taylor (RT),  
R Sheen (RS), T Wall (TW)

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

**1. Welcome and Introductions**

AM welcomed everyone to the meeting. Introductions were provided for the benefit of several new members in attendance.

**2. Apologies**

J Irwin and T Pattenden

**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.

RS declared an interest, due to business connections, in land at Top Orchard, Luton Road and The Bull Public House, in case they were discussed during the meeting.

**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 has provided an update to the CBC Neighbourhood Involvement Officer on the work undertaken to date. They will try and attend the next meeting and can offer advice with the formation of suitable policies for the Plan.

**5. To approve the Minutes of the meeting held on 7<sup>th</sup> March 2022**

A Miller **PROPOSED** approval of the minutes from the meeting held on 7<sup>th</sup> March 2022, **SECONDED** by G Widdowfield **with 6 in favour and 4 abstentions**.

**6. Update on the Green Infrastructure Plan and approval of costs**

The Greensand Trust worked with the Parish Council and the Neighbourhood Plan Steering Group back in 2013/14 on the first stage of a Green Infrastructure Plan. They have revisited the work undertaken and, given the time that has elapsed, confirm that much of the content will need updating and re-writing. This will incorporate questionnaires, workshops, mapping work, site visits, etc. They have quoted a 3-4 month timescale to produce the document which can then be used for technical support and recommendations for the main Neighbourhood Plan. It was suggested that the scope of the plan be extended to include potential additional Tree Preservation Orders.

Members reviewed the costings provided and discussed any saving that could be made.

A Miller **PROPOSED** approval of the costs quoted by the Greensand Trust totalling £3117, **SECONDED** by S Waller and **UNANIMOUSLY CARRIED**.

AK and JF volunteered to support CC in liaison with the Greensand Trust on this project and help with the facilitation of any workshops.

**ACTION – CC to engage the Greensand Trust once costings ratified by Parish Council at their next meeting.**

**7. Feedback from the Consultation event held at the Co-op on 26<sup>th</sup> March**

Members who attended were pleased with the level of engagement with residents seen.

AM provided a summary of the comments provided, which were in line with the areas already highlighted by the Committee, based on previous consultations.

## **8. Update from the Housing Needs Survey and Newsletter Distribution**

The HNS and newsletter were delivered to every household on 22<sup>nd</sup> March. Cost for the newsletter distribution confirmed at £360 plus VAT.

The HNS deadline for completion is 25<sup>th</sup> April 2022. CC has shared the link to the survey online via Social Media and will put out a further reminder over the Easter weekend. The full report is expected to be received by the end of May.

AM provided an overview of the feedback received from the newsletter. As at 30<sup>th</sup> March, 47 responses had been received. A further 12+ have been received since and will be reviewed and added to the evidence feedback.

**ACTION - AM to update the feedback.**

## **9. Update regarding the Central Beds Council Design Guide Consultation**

The link to the consultation was sent out to members on 18<sup>th</sup> March for consideration and completion – deadline 31<sup>st</sup> March. The Parish Council completed the survey after discussion by the Planning Committee.

RS confirmed that architects are aware of the Guide and it is usually used by individuals to help them consider development options. He advised that it was for guidance not legislation. CBC generally comply with the guide when considering development applications. The CBC enforcement team should follow up any conditions set when planning permission granted and subsequently not complied with.

RS suggested that local historic features around Barton-le-Clay should be brought out in any planning policy included within the Neighbourhood Plan, as well as the importance of Conservation Areas. It should also supplement policy included within CBC Local Plan.

**ACTION – RS/CC to discuss policy with CBC Neighbourhood Involvement Officer.**

## **10. Update on the proposed consultation with local Businesses**

AM has been researching local businesses operating or registered in the designated Plan area. She felt that the original idea of visiting each business would be too time consuming, especially given the number of businesses operating from the Faldo Industrial Estate.

AM provided a draft newsletter geared to local businesses, to be sent out via email, or delivered, seeking feedback. This could be followed up later depending on the response rate. Members considered the Newsletter and agreed for it to be sent out.

**ACTION – AM/CC to arrange distribution of the Business Newsletter.**

A consultation with local schools was then discussed. SO is Chair of Governors at Arnold Academy and provided an update regarding the 'Harlington Pyramid' Academy Trust. This incorporates Ramsey Manor Lower School, Arnold Academy and Harlington Upper School, plus two other schools in Westoning and Toddington.

CBC have a 'Schools of the Future' strategy where the Village schools will not be looked at until 2025 onwards, considering future planning, 2 or 3-Tier options, etc.

With regards to the Neighbourhood Plan, it was agreed to write to the school Heads/Governors formally for information on school places, pupil numbers, etc.

**ACTION – AM/CC to write to the schools.**

A consultation with the local Doctors surgery was also discussed – this has been an area of concern flagged in the feedback received from residents. Members would like to understand their views on the future development of the Village and their strategy to ensure residents can continue to access a local doctors service.

**ACTION – GW volunteered to meet with the Doctors Practice Manager to discuss their plans for the future. CC to write initially to provide background and arrange the meeting.**

## **11. Update on the Introduction/Historical perspective for the Plan**

CC has met with the local Barton History Society and requested their help in providing information for inclusion in the Neighbourhood Plan. JF has also done some research, including reviewing other villages plans to ascertain the amount of detail required.

An extension to the current Conservation Area was never properly adopted by CBC – this will need to be discussed with the CBC Neighbourhood Involvement Officer.

**ACTION – CC to send the draft Conservation Area Appraisal from 2009 to RS for discussion with CBC**

**12. Draft policy regarding Tree Strategy**

AM has produced a draft Tree policy based on discussions at the Parish Council and its strategy document. This Policy can be stated when considering planning applications, pending the full Neighbourhood Plan being adopted. Following discussion, it was agreed to amend the wording regarding the unlawful felling of trees subject to TPO's to 'appropriate maturity' for replacement trees.

**ACTION - RS agreed to speak to the CBC Tree Officer regarding the process of obtaining any additional Tree Preservation Orders on trees and hedgerows in the Village.**

As an aside, the question of hedgerows encroaching onto footpaths was raised. CC advised that only CBC have the authority to deal with this issue.

**13. Draft Policy regarding bungalow provision**

AM has produced a draft Housing Policy regarding bungalow provision. RS advised that the statement was not strong enough and that it could be varied as currently worded. A legal agreement within the deeds of the property would be needed. The latest permitted development rights can also allow for development of bungalows.

**ACTION – RS agreed to look into possible housing policy, including social housing types and allocation, speaking to the CBC Neighbourhood Involvement Officer. This will then be discussed in more detail at the next meeting.**

**14. Date of next meeting**

It was agreed to meet again on Tuesday 24<sup>th</sup> May 2022 at 7.30pm online via Zoom.

The meeting closed at 8.53pm