

## Minutes of The Toddington Neighbourhood Plan Steering Group (NPSG) 5th March 2025 -Village Hall.

### Meeting 2

#### **Present:**

John Russell (JR)- Chair  
Steve Killinger (SK)- Secretary  
Kate Russell (KR)  
Tony Williams (TR)  
Tom Chevalier (TCh)  
David Stacey (DS)

#### **Absent:**

Neil Buthee (NB)

#### **Apologies:**

Tony Collins (TC)  
Lorraine Ward (LW)

The meeting was declared Quorate by The Chair.

The Agenda had been circulated before the meeting.

### Minutes from Meeting 1 - 28/2/25

These had been circulated before the meeting and were approved as an accurate record.

#### **NPSG Terms of Reference:**

A draft set of ToR had been circulated prior to the meeting and were discussed at length. A number of amendments were proposed and discussed. A revised set of the ToR will be circulated prior to the next meeting.

***ACTION: SK***

#### **Scope and Engagement of Working Groups:**

It was agreed that six Working Groups (WG's) would be required to efficiently conduct the work required for the development of the NP and would be expected to conduct their respective activities in accordance with the ToR, and to co-ordinate their meetings so as to enable them to report back at each NPSG meeting. Each WG will produce minutes of their meetings and provide these to the NPSG.

***ACTION: WG Leads***

The Working Groups are:

- Environment and Green Spaces - Lead Tom Chevalier
- Transport and Infrastructure - Proposed Lead Neil Buthee (tbc)
- Social, Education and Welfare - Lead Lorraine Ward
- Local Economy and Business - Lead Tony Williams
- Housing - Lead Kate Russell
- Communication and Engagement - Lead David Stacey

The WG Leads will aim to scope their respective activities/timelines and potential resource requirements by the next meeting. It was discussed and agreed that WG's will be populated by interested parties, volunteers, personal contacts - not all of whom will be members of the NPSG.

***ACTION: WG Leads***

These will be consolidated and project timelines developed along with a suitable tracking tool developed as soon as practical

***ACTION: TW***

It was agreed that the Communication and Engagement WG would need to progress as a priority due to the expected complexity, scope and duration of the requirements and that the Maulden NP Consultation Statement (previously circulated) and resources from the Locality Website would be used as guides.

*Jane Hubbard CBC Neighbourhood Plan Officer - has confirmed that for Consultation/Engagement to be considered valid for purpose:*

*“There must be clear evidence that all parties have been consulted and every attempt to engage with said parties has been explored...all digital formats are available in paper formats...online surveys must have a paper copy easily accessible on request or from an easily accessible location such as the Library...businesses engaged with have records kept of how, when and in what format they were consulted with....landowners should be contacted at their registered addresses with proof of posting/Special Delivery receipts kept.*

*A record of when, how and who were contacted and at what stage along with responses will need to be kept to satisfy Regulation 14”*

***ACTION: SK to locate and forward Locality information***

***ACTION: DS to draft an initial community wide communication plan, and produce proposals for future communications to engage all relevant community interests and media formats in line with the above***

**Website:**

It was discussed and agreed that a Website would be a useful method of communication and engagement. DS discussed a potential contact who might be interested and willing to assist with this.

***ACTION: DS***

**Email address:**

It was discussed and agreed that an email address would be another useful and efficient addition to overall communication and engagement. TCh offered a domain he owns/manages for this purpose ([toddington.org](http://toddington.org)).

***ACTION: TCh to make available***

**WhatsApp Group:**

It was discussed and agreed that we will set up a WhatsApp Group for the NPSG members

***ACTION: ALL to provide phone numbers to SK who will create and act as administrator***

**NPSG Development Strategy:**

It was discussed and agreed that in principle we should try and utilise existing publicly available resources, documents etc. and review recently Adopted local Neighbourhood Plans - adapting these to suit the specifics of our community. We will also endeavour to use as much material as possible from the Draft Toddington Neighbourhood Plan (October 2018- previously circulated).

***ACTION: ALL***

**Future Meetings:**

It was discussed and agreed that in the short term the NPSG should aim to meet fortnightly - Wednesday's - with the next meeting scheduled for March 19th - 19.00hrs. All meetings will be in the VH Lounge unless notified otherwise.

***ACTION: SK to confirm availability for future meetings***

***DS offered to host meetings should the TVH Lounge not be available***

It was discussed and agreed that future NPSG meetings would typically be managed to a strict 90 minute (maximum) duration. Attendee's are expected to have read relevant documents and bring copies as necessary to meetings.

***ACTION: ALL***