

## **Minutes of NPSG 23/4/25 - Village Hall**

### **Meeting 5**

#### **Present:**

John Russell - Chair  
Tony Williams  
Kate Russell  
Tom Chevalier  
Lorraine Ward  
Steve Killinger

#### **Apologies:**

Tony Collins

#### **Absent:**

David Stacey  
Neil Buthee

The meeting was Quorate  
The Agenda was circulated prior to the meeting:

#### **Minutes from Meeting 4 - 01/04/25**

Reviewed - minor corrections/clarifications were made:  
Matters Arising: Initials TS should read DS  
Green Spaces WG initials clarified to TChv (from TV)

#### **Matters Arising from Meeting 4:**

##### **Financial:**

- Spend of under £500 not subject to competitive tendering under PC Regulations
- Spend of over £500 normally subject to competitive tendering unless the proposal relates to a product/service of specialised nature whereby effective tender process would be unlikely to generate results - examples being specialised consultancy services used typically by CBC in respect to NP activities - BRCC and Greensand Trust being valid examples. Following a conversation between SK and the PC Clerk it was concluded that referral would be made to National Association of Local Councils (NALC) on this matter, but unless advised to the contrary the SG can operate within the above assumption and the PC Clerk will record Precept monies spent against the allocated budget of £10k for the 2025/26 financial period.

**Action: KR to progress BRCC Housing Needs Assessment quote as appropriate with NP project timeline and to secure discount offered based on above understanding.**

##### **Website development:**

-Agreed that DS can go ahead with proposals as discussed within parameters above. Consultant time predicted below £500 and Website License also likely to be below the threshold for Tendering

**Action: DS**

##### **Clubs/Societies and community engagement:**

-SK confirmed he had attended Scout Group Exec meeting April 3rd and received commitment from them that they would like to help and participate.

##### **Actions:**

- Guides meet June 9th -19.45 in Guides Building (St Georges Close) - SK to attend
- Toddingtton Rovers meet May 7th 20.00hrs Toddingtton Social Club (top level bar) JR and LW agreed to attend but revised date (was confirmed as 6th) now clashes with NPSG meeting 6. SG attendees tbc
- TADS - May 13th Virtual meeting - 19.30hrs login/Join - KR and or JR to attend

**-U3A - May 12th - DS to attend (already confirmed)**

**-SK to distribute briefing document to facilitate (suggest we use the Toddington Magazine Article - already distributed - as basis and supplement with briefing doc attached.**

**-DS to finalise Community Wide initial Questionnaire** as it was concluded we will need to commence activities with some urgency due to upcoming public events and opportunities, and the community will need broad awareness of our project. Suggested that we should use Maulden Questionnaire/Locality resources as our template with appropriate changes.

**- KR/JR to arrange meeting with Library** in regard to proposed Photo Competition/publicity for NP project. Clarity needed on purpose (**DS**).

**Parish Council Meeting and AGM update:**

-JR presented at both. PC feedback very positive in support of NP project and keen to see progress

-AGM presentation went well/received well

**Working Group Reports:**

**Green Spaces:**

-TCHv reported he had a successful and productive meeting with John Baynham from Greensand Trust during which the previous NP initiative was discussed and it was confirmed that we would review/

revise and utilise any material possible and that the GS

would be willing to support us as needed with consultancy/workshops/drop-in sessions - cost/timings to be agreed but believed to be c£5k.

**Action: TCHv to progress within scope of project timeline/budget**

**SEW:**

- LW reported she had uploaded a report to SharePoint and has relevant contact information to progress the WG activity. Lorraine is working through the various issues. SG discussed relevance of using the last National Census as a valid database but determined that there were no other alternative comprehensive sources available and that the census would be deemed as still relevant in the absence of anything else.

**Action: LW to progress and update at next SG meeting**

**Housing:**

-KR (as recorded above) is in contact with BRCC regarding HNA.

Locality resources to be further investigated for potential Grant Funding. SG discussed project timeline and relevance to Project Timeline

**Action: KR/DS**

**AOB:**

**Future meetings:**

**Reverting to fortnightly with effect from May 7th** (so remaining meetings in 2025 are May 7th, 21st; June 4th, 18th; July 2nd, 16th, 30th; August 13th, 27th; September 10th, 24th; October 8th, 22nd; November 5th, 19th; December 3rd, 17th). **We will meet in the VH unless otherwise notified.**

**Grant Funding and sources of income for Project:**

Locality website to be used as primary source. Investigations and applications/Bids expected to have time limits and finite funding - deadlines for applications etc. likely to be published and operate on an annual allocation basis (principle assumed being first come first served). Implication of missing opportunities could mean we lose eligibility for 12 months.

**Action: TW to investigate and feedback**

**Drone footage:**

TC has made contact with a local resident regarding a possible commercial contract for Drone footage - and has been asked to provide a briefing and budget. This resulted in a discussion regarding the exact purpose, value and scope the activity has, although all agreed on it's potential to strengthen the NP engagement requirements. The SG concluded that we should try and understand what can be achieved for £500 or less.

**Actions:**

- **TC to continue discussion**
- **TW and LW** Personal contacts to be approached to see if they might be interested to assist the SG as a community contribution and potentially on a FoC basis.
- **DS to provide more clarity (message/utilisation/timing etc.)**

**Toddington Magazine:**

SK to write article - deadline April 30th (submitted to Andy Shaw 24/4/25 and confirmed as included)

**Action: SK (submitted to Andy Shaw 24/4/25 and confirmed as included)**

**SG membership:**

**Action: It was agreed that SK should contact NB regarding his on going involvement - recognising that he may have time constraints**