

Minutes of NPSG – August 13th 2025

Meeting 12

Village Hall – Toddington

Present:

John Russell – Chair

Kate Russell

Tom Chevalier

Lorraine Ward

Tony Collins

David Stacey

Tony Williams

Neil Buthee

Steve Killinger – Secretary

Paul Roberts – resident of Toddington - was welcomed to the meeting to observe at his own request

Apologies: None

The Agenda had been distributed previously

The meeting was Quorate.

There were no declared conflicts of interest

Minutes from meeting 11 – 17th July were approved as being an accurate record

Matters arising from meeting 11 – 17th July 2025:

-Andy Shaw is still to meet with some SG members to resolve ongoing IT issues

-SK confirmed he had received replies to correspondence sent to the Leader of CBC, and our local MP reiterating support for NPs within the Planning Regulations. No reply as yet from The Secretary of State for Housing, Local Government and Communities.

-SK reported that he had submitted comments to the Universal Theme Park Consultation document seeking support for a dedicated Foot and Cycle path to be included in either the Theme Park infrastructure or CBC infrastructure planning and investment

- SG members were reminded to complete they Declaration of Interest form on SP
- SK reported that he was still to update Social Media sites with our progress
- The list of Volunteers resulting from our various open events is on SP
- LW reported that she had altered our email account so that emails appear separately rather than as trails – hopefully eliminating the chance that emails received are missed or neglected
- LW reported that contacting the various clubs and societies has started with good progress made to date
- KW reported Mary Walsh – Ward Councillor - cancelled attendance and will reschedule
- DS and TC will join SK on Community Engagement WG
- SK has prepared an article (circulated) for the next Magazine (October). It was agreed to create a shortened version for SM posting

Volunteer contact:

-Over 20 firm expressions of interest to help the SG had been received from our various open events – and the SG spent sometime discussing preferences and populating the WGs – the SP Folder has been updated. There are a minimum of 3 volunteers allocated to each WG – thought to be sufficient. The SG acknowledged that the membership of the WGs can be fluid if volunteers have a strong preference to move. WG leads will now begin to scope out their respective stream activity and develop themes. The intent is for the WGs to form and meet at least once before Sept 10th meeting. There was some debate as to where and how we can include residents’ comments and aspirations so we remain true to the principles of community engagement, whilst managing expectations and staying relevant to core outcomes of a successful NP. The SG agreed it was important to reflect community concerns and aspirations, even if some intended outcomes are potentially outside the remit of a NP. The SG discussed how we can educate and inform the community regarding this difficult balance – agreeing that more thought needs to be given to the topic.

Working Group updates:

-NB and TW have reviewed the comment slips – these were passed to TCh. Broad themes are already emerging and need further analysis and discussion within WGs

Business and Economy:

-TW reported that he has a draft questionnaire and letter ready for review and sought views on timing.

-TW has also been in touch with Jane Hubbard (CBC) and has merged lists of businesses, traders and Landowners along with information from Companies House and now feels he has a reasonably comprehensive list of interested parties that can be used in the immediate future to begin engagement.

Housing:

-Agreed that we should go ahead with the BRCC Survey activity before end November 2025

Green infrastructure:

-Agreed we should go ahead with GST drop-in and community engagement before end November 2025.

SEW:

LW led a discussion regarding the target audience we should be addressing as our “Younger People”. There were divergent views – because we recognised the broad range can include all from the very young school years through to the younger family age groups – potentially late 30s/early 40’s. There was general agreement that we needed to have two broad ranges – school pupils (so up to c18 yrs old), and a second covering 18-35 yrs old. The rationale being that we need to understand the needs and aspirations of these groupings as they are under represented in our feedback to date and have significant challenges in terms of housing, work, commuting, education, wellbeing etc – and are seen as key to the future prosperity of the village. In summary they represent our future.

LW discussed the potential use/cost and relevance of various Survey Tools (including Survey Monkey) that she thought might be suitable and cost effective. A small trial using Survey Monkey within the SG had been conducted to good effect. It is likely that we will need to purchase a licence that will allow multiple uses and wider functionality – potentially £400-£500. This was agreed. Concluding this discussion it was thought that using SM Platforms in conjunction with on line surveys is the right approach with regard to the broad category of “younger people”, with survey awareness launched broadly across a wide spectrum and signposting people to our website for completion.

DS reported that he has a relevant contact with a reasonably large instagram presence who has offered to help us.

There are examples of traditional paper based surveys that have been used by various NPSGs across the Country. One such had been distributed to the SG before the meeting

(Newick – dating from 2012). Although a little dated it includes questions and subject matter that may be relevant/adaptable.

It was agreed that work should begin ASAP to progress this SEW initiative – and this will be a major piece of work for the SEW WG.

AOB:

-SK reported that the PC remain very supportive of the NPSG and have agreed to a release of reserves to a max of £4k for the remaining financial year. The PC have emphasised the need for the NPSG to present a case for Precept allocation for the October 2025 PC meeting (for the 2026/27 Financial Year) and expressed a desire for the request to be comprehensively supported so as to avoid a request for reserve funding during the year.

Next Meeting(s):

- **August 27th meeting cancelled**

- **Next meeting will be September 10th**, and fortnightly thereafter until further notice. All planned for the VH unless stated otherwise.

-Mary Walsh scheduled to attend September 24th

-Blake Stephenson (MP) scheduled to attend November 5th (meeting to start at 18.00hrs with Blake and continue at 19.00hrs as normal NPSG meeting)

-SK absent for September 10th Meeting

ACTIONS:

SK:

-Paul Roberts to join Business and Economy WG. Details will be added to the Volunteer list

-DS has stated intent to rejoin SG and join Community and Engagement WG.

-Article for SM posting (based on shortened version of Magazine Article) – by August 20th.

-Submit article for Toddington Magazine – by August 31st.

-Attempt to scope out a document to provide guidance on where and how the typical content of a NP aligns with the NPPF and CBC Local Plan – by September 10th NPSG meeting

WG Leads: (actions assumed to include WGs after formation)

- To invite allocated members to their respective WGs and meet minimum once - to scope out activity – by September 10th NPSG meeting
- To finalise analysis of comment slips (as part of the WG meeting as appropriate) - by September 10th (comment slips currently with TCHv)

TW:

- progress the questionnaire/letter in respect of local businesses/Retailers and Landowners and distribute by Mid-September (it was noted that this group along with the “younger persons” have so far not been directly addressed by the NPSG engagement process and is an urgent requirement)

KR:

- Liaise with BRCC and progress their HNA activity to ensure it has been completed by end November 2025
- Invite Mary Walsh – Ward Councillor – to September 24th NPSG meeting

TCHv:

- Liaise with Greensand Trust and progress GI activity (Drop-In community sessions and or Questionnaire) to complete by end November 2025

LW:

- Complete communication with Clubs and Societies – by Sept 10th NPSG meeting
- To investigate the use of a relevant online survey tool that may be appropriate to the younger age demographic. To review and recommend purchase of appropriate licence (use PC) – by Sept 10th NPSG meeting
- To review options for appropriate survey content and methodology – lead discussion at next meeting with a view to finalising a way forward, and to liaise with the Communications and Engagement team
- Liaise with TC with respect to Schools engagement process

TC:

- Joins Community and Engagement WG (with DS and SK)
- Contact Sarah Cooper -Parkfields Scool Deputy Headteacher – by September 10th Meeting

-Noted that TRFC and U3A are biggest clubs/societies in the Village and we should exploit their networks where possible

NB:

To meet with Andy Shaw ASAp to resolve IT issues

Secretary's observation:

The meeting discussed but didn't conclude/agree to a specific course of action relating to surveys in general and specifically relating to the "younger demographic" (SEW WG) or to the business and economy WG -other than the agreement to progress with the previously agreed BRCC and GST initiatives) The SG should discuss these in more detail. Can I suggest that we have a discussion on this important topic at the next meeting and that TW and LW prepare some thoughts and potential options? Apart from appropriate survey tools, we should consider the general approach we should adopt, scope, target audiences, data capture, analysis, distribution methods, consistency, timings, resources etc. etc.

