

## **NPSG – Minutes of Meeting 21 – 11th March 2026; Toddington Village Hall; 19.00hrs**

### **Primary purpose of meeting to meet Sally Chapman Planning consultant and agree next steps**

**1 - Present:** Tony Collins (TCO), Lorraine Ward (LW), Kate Russell (KR), David Stacey (DS), Steve Killinger (SK), Andy Lewis (AL), Tony Williams (TW) Sally Chapman (SC) – planning consultant.

**Apologies:** Neil Buthee (NB), Tom Chevalier (TCh)

**Absent:** None

Meeting was Quorate

**2 - No changes to Declarations - not on agenda – will be addressed 25.03.2026**

**3 - Minutes of previous meeting 4<sup>th</sup> March – not on agenda – will be addressed 25.03.2026**

**4 - Matters Arising 4<sup>th</sup> March - not on agenda – will be addressed 25.03.2026**

**5 –**

**5d – B&E workstream** –14 survey responses to datepage . Prompts to complete the survey to be added to website, NP FB page and Toddington Local Direct FB

**Action: TC, TCH, TW, AL**

**6 – Discussion commenced about NP process and what needs to be done. Salient points and actions added here.**

**6a - Neighbourhood Plan is about the use and development of land and planning legislation only** – behaviours such as poor parking, congestion, speeding, dog waste, school places, doctors appointments etc are all out of scope of NP Policies. Where we have received feedback it may be appropriate to include it as part of the village context or background. Traffic calming measures could be requested as part of a specific planning application.

A Policy could include that for any new development a proportion of car parking should be EV spaces.

There could be a section included the NP context giving information about infrastructure, water, sewage, schools etc BUT these are not included in Policies. These are statutory requirements on the planning process and must be provided for and will be raised on a case by case basis in the planning process.

An objective could include something about retaining community facilities eg schools and welfare (doctors) with a point in the policy that housing developers would be expected to contribute S106 funds to contribute to the provision of a relevant number of school places.

A policy covering housing development could include a restriction/limit at 3 storeys or a point about single storey/bungalows.

**Audience for the NP is 3 fold** - residents of the Parish for the referendum; developers and planning teams; NP examiner. The NP must be simple and appealing to read.

**What will SC do** – ensure that we undertake the activities in the right order, that the content is appropriate, and that responses we receive to Reg 14 are recorded and responded to.

**6b - Action NPSG - Review and update vision and objectives by end April latest – 2018 plan will be used as a base:**

**Vision** - Toddington is a strong and thriving place where the village centre remains at the heart of the community. Our rural setting and character will be preserved and enhanced. A range of high quality housing and amenities will be provided for all ages alongside improvements to green space, retail, leisure facilities and business opportunities ensuring that residents are proud of living in the village and want to remain living here, and people aspire to live here.

**Objectives** – 2018 objectives were circulated (hopefully Word copy will be provided in next few days). All NPSG members to review objectives – what do we want to keep, remove, tweak, add. In doing this the process should be that the feedback received for each workstream should be reviewed and the objectives amended for this where appropriate. By end of April to have confirmed list of draft objectives with review at end March. All feedback should be on Sharepoint.

Tweak employment, add something about landscape views.

Note that Objectives will be used to drive and focus the questionnaire that will be used to help formulate the policies.

**6c – Parish Business Map, List and usage (those with physical premises) required for Village context/background – Action TW, AL**

**6d – Non designated heritage assets** - may want to include these eg individual buildings, historic postbox, historic wall. History of Toddington books in the library may help with this. An appropriate question in the questionnaire might be “we have a number of historic buildings in the parish – do you support inclusion in the NP to afford protection and would you like to add any others?”

**Action SC send English Heritage book 7, NPSG to decide if to be included – would need to contact owners**

**6e – Parish Questionnaire focussed on driving out policies – Action SC to send generic questionnaire and an example of one used by another NP Parish.** For those responding to the questionnaire not all questions will be relevant and we should tell them that they should feel free not to answer. We need to justify our approach to delivering and answering the questionnaire and how we have considered the community.

It is helpful to have a launch event for the questionnaire, do not include unnecessary questions, include boxes for respondents to add anything else.

A question could be – “this is our draft vision and objectives – do you have any feedback or anything to add?”

**7 - Summary of actions:**

1 - provide English Heritage book 7 - for non designated local assets (should we decide to include this) - **Action SC, NPSG to decide**

2 - provide generic questionnaire so that we can use this as an example and if you are able then also provide an example used by another Neighbourhood Plan project – **Action SC.**

3 - provide an editable WORD copy of the document that you distributed in the meeting - Toddington Neighbourhood Plan Draft October 2018 - table showing relationship between Objectives, Policies and evidence – **Action SC**.

4 - If you have an editable WORD copy of the whole draft document that would be useful too – **Action SC**

5 - complete and analyse surveys currently in progress – **Action KR, AL, TW, TCh, LW**

6 - provide a map of business type, location in parish as supporting background information for the NP – **Action TW/AL**

7 - Review feedback we've received from all areas, drop-ins, meetings, etc and enhance/amend vision and objectives - our aim is for end April or earlier if possible. **Action NPSG**

Where can SEW feedback be found on NP Sharepoint?

Documents>WG – Community & Engagement>Consultation and Engagement records> notes from meetings with the various community groups, collection of NPSG feedback received from other sources, schools feedback

Documents>WG – Social, Education & Welfare> TodNP WG SEW dataset.xlsx - worksheet feedback slips.

Where can Transport feedback be found on NP Sharepoint?

Documents>WG – Transport and Infrastructure

Where can Housing feedback be found on NP Sharepoint?

Documents>WG – Housing

Where can Business feedback be found on NP Sharepoint?

Documents>WG – Local Economy and Business

It appears that drop-in forms feedback is mostly included in the folders above

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