

Minutes of NPSG 07/05/25 - Village Hall

Meeting 6

Present:

Kate Russell (Chair)
Tony Williams
Tom Chevalier
Lorraine Ward
Tony Collins
Steve Killinger
Neil Buthee

Apologies:

David Stacey
John Russell (Attending Toddington Rovers Football Club Committee Meeting on behalf of NPSG)

The meeting was Quorate
The Agenda had been circulated previously

Matters Arising from Meeting 5 - 23rd April 2025:

- It was noted that Lorraine Ward's name had been incorrectly minuted as Williams in the minutes
- JR attending TR Football Club Meeting 7/5/25
- Community Wide Questionnaire - date/timing will now be after we have concluded some public meetings and publicity initiatives - allowing us to develop comments and themes (most likely after the summer holidays - to allow us to contact local schools and other interested parties)
- Contact has been made with the Library who are supportive of the NP initiative and have offered use of the facility
- Confirmed that SG members should update the Community Engagement Tracker (on Sharepoint) as appropriate
- TC confirmed he was in contact with a local resident/business regarding possible Drone Footage - but clarity is still needed on scope/purpose. LW and TW contacts tbc.
- Magazine Article has been confirmed for June/July edition

Action(s):

- All SG to ensure Engagement Tracker is updated as appropriate following relevant activities
- DS to clarify purpose and Scope for Drone Footage
- TC to pursue local contact re Drone footage to ascertain costings and commitment. LW and TW may have alternatives contact - tbc if need arises

Working Group Reports:

Green Spaces:

TChv led discussion regarding the considerable amount of valuable and relevant material that could be used from the previous Greensand Trust NP initiative (2018) that he has reviewed. Discussions with the Greensand Trust continue and costings for their support for our current initiative are under discussion.

Actions:

-TChv to finalise details/costings and Greensand Trust Representative attendance for June 4th NPSG meeting (BRCC attendance already confirmed with regard to Housing Needs Assessment)

SEW:

LW has added more information to the Sharepoint Site, and has also been logging relevant Facebook Community comments that may be relevant to our work going forward.

Lorraine has been reviewing Census Data and has noted several updates have been made that maintain/enhance relevance.

Lorraine also confirmed she will contact the Medical Centre to see if we can make use of the information screen in the surgery to publicise our activities and use for communication purposes. The Dental Practice is also a possibility.

Contacting St George's Lower School and Parkfields Upper School was discussed and it was noted that we need to engage with both Headteachers/Governing Bodies before the end of this School Term.

Actions:

-LW to make contact with Medical Centre Practice Manager and Dental Surgery

-LW to make contact with St George's School Headteacher

-TC to make contact with Parkfields Middle School Headteacher

Housing:

KR confirmed BRCC representative will attend June 4th SG Meeting to give an overview of their role and the support on offer. HNA date needs to be scheduled for later in the year to allow for analysis of data and information derived from community engagement activities - although it is assumed that a considerable amount will be from a standard template.

Actions:

-KR to review/refine approach with BRCC

Communication and Engagement:

The SG reviewed the timelines and sequencing for activities following SK's discussion with the Maulden NP contact (Russell Aston). After discussion it was concluded that our next steps/approach should be as follows:

- Continue with the small number of local clubs and societies already scheduled
- Make contact with our local village schools before the current term ends - noting that we will need to include Harlington Upper School at a later date
- Hold Open Meetings ASAP - before the schools break for the summer holidays. We will use these to try and gain contact details and to also recruit residents to support the WG activities (hopefully we will have a number of residents whose interests align with our WG's)
- Ensure we attend the village fete - June 21st (Village Green)
- Use the summer holiday period to develop the required community wide questionnaire which we anticipate distributing in the late summer/early Autumn.
- Determine the most appropriate timeframe for the Greensand's Trust survey and BRCC HNA (to be discussed at our Meeting June 4th)

We also discussed the need to have our website fully functional as quickly as possible to ensure we maximise opportunities to get feedback and comments from our activities, and to enable communication.

After the magazine is published we agreed to distribute posters/flyers and utilise the Toddington Facebook community pages to publicise the planned open meetings, and to contact local businesses and other interested parties.

We agreed to use the previously communicated Logo on future publicity - starting with the magazine.

We agreed preferred dates for Open Meetings as 23rd June and 1st July 15.00hrs -20.00hrs - VH if available (alternatives Wilkinson Hall or Methodist Church Hall)

Actions:

- LW and TC to contact schools
- LW to contact Medical Centre and Dental Surgery
- DS to finalise Website with Andy-IT
- SK to confirm VH availability for 23/6 and 1/7, or an alternative venue
- WG Leads to develop their respective publicity requirements and content in preparation for Open Meetings and communicate to SK if any printed matter is required (by next meeting as copy/printing etc needs scheduling)
- SK to organise Designated Area Map and general poster/flyer publicity printing (using magazine article as base template)
- LW to post on Community Facebook (after magazine is published)
- TC to contact fete organisers to arrange pitch/requirements

Transport and infrastructure:

NB attended his first SG meeting (due to prior business commitments) and will now begin to develop the WG Activities.

It was noted that several comments are emerging from sources such as the Community Facebook pages relating to traffic in the village (Lorry traffic, speeding, lack of traffic calming measures, lack of enforcement measures etc).

Action:

NB to liaise with Brian Belgrave (Parish Councillor - Highways Portfolio) at:
b.belgrave@toddingtonparishcouncil.gov.uk

Local Economy and Business:

Activities are in progress with the establishment of a local business directory/contact list. LW has information that may assist.

Action:

TW/LW to liaise

AOB:

Project timeline/plan

SG discussed the need for a spreadsheet/Gantt chart for project timeline/milestone events. It was hoped that the earlier one published can be revised/maintained.

Action:

DS

Meeting closed 20.23hrs