

## **Minutes of NPSG -21/5/25 – Village Hall**

### **Meeting 7**

#### **Present:**

John Russell – Chair  
Tony Williams  
Lorraine Ward  
David Stacey  
Steve Killinger – Secretary

#### **Apologies:**

Tony Collins  
Tom Chevalier  
Neil Buthee  
Kate Russell

The meeting was Quorate.

The Agenda was previously circulated.

#### **Matters Arising from Meeting 6 (7/5/25)**

-JR reported that the presentation to **Toddington Rovers** had gone well with an invitation to attend their Fun Day – June 14<sup>th</sup>.

-**Drone Footage:** The local business person that expressed an interest cannot assist us as his equipment has suffered damage. TW reported that his contact had expressed interest – but scope and clarity etc. required.

-Reminder to all to keep **Engagement Tracker** up to date

#### **Working Group Reports:**

##### **Green Spaces**

-T Chv previously reported that his contact at **Greensand Trust** was able and willing to help and has offered a provisional costings c £5k. Details will be finalised after the presentation on June 4<sup>th</sup>

##### **SEW:**

-LW has obtained support from the **Medical Centre** to display posters – but the information screen cannot be used as a third party hosts it

-LW has written to the **Dental Practice and St George's School**. Dental Practice yet to respond but a supportive response from St George's – attendance TB

-LW has continued to extract and log comments from the **Village Facebook** pages so we can address that at a later stage

-need to progress with **Parkfields and Harlington School's**. Letters written to both. T Chv and TC have links with Parkfields?

### **Housing:**

BRCC attending June 4<sup>th</sup> meeting after which survey details will be finalised

### **Community Engagement:**

-**Website and email addresses** confirmed and operational

Email [info@toddingtonplan.co.uk](mailto:info@toddingtonplan.co.uk)

Website [www.toddingtonplan.co.uk](http://www.toddingtonplan.co.uk)

Website will be managed by Andy-IT on a pay as we go fee principle. Andy will provide technical support and problem solving help. DS and TChv will manage physical posts and provide day to day support. DS will filter emails to appropriate SG member for response

Host costs are c £42p/a. Email account is c£80p/a

### **Publicity:**

-SK and AS have created a set of Roller Banners and poster type style **communication material for use at public events**. SG approved the concept designs and costs which will conform to PC Financial requirements. A basic set will be ready for June 14<sup>th</sup>, (Toddington Rovers) with further material being available for the Fete on June 21<sup>st</sup> and the Open Meetings - June 23<sup>rd</sup> and July 1<sup>st</sup>.

-SG members requested to ensure some **availability** to support June 14<sup>th</sup> (Toddington Rovers Football Club Fun Day), June 21<sup>st</sup> (Village Fete), June 23<sup>rd</sup> and July 1<sup>st</sup> (NP Open Meetings). **Rota** to be completed at June 4<sup>th</sup> Meeting

-**Landowners and local businesses** need to be contacted over the coming weeks – CBC Business Rate data is being reviewed. Registered address for each will need to be identified to ensure relevancy

-Agreed that **GDPR compliance** needs to be observed if we collect personal data. Requirements need to be confirmed.

It was noted that CBC have published the results of the **Call for Sites exercise** which shows a sizeable number of potential development sites around Toddington.

## **ACTIONS:**

**JR** - Finalise details for our attendance at **Toddington Rovers Fun Day** June 14<sup>th</sup> – Stall size/timings and expectations

**DS** - Confirm scope and purpose for **Drone Footage** and how we will use output

- Input and manage our **Website** content as appropriate – co-ordinate with T Chv
- Filter/forward email enquiries and questions to appropriate SG member for response

**TW**- Follow up personal contact who may have a **Drone** to confirm interest following DS confirmation

- Finalise **approach for contacting local businesses and Landowners** so we can progress engagement

**LW** -Follow up with **Medical and Dental Practices** once publicity is available for Open Meetings

- Liaise with TChv and TC regarding **best approach for Parkfields**
- Letter to Harlington** to progress and confirm approach

**TChv**– Input and manage **website** as appropriate – co-ordinate with DS

**SK** – **finalise publicity materials** with Andy-IT (Roller Banners and Posters) – keep to minimum possible for practical and cost reasons

- Confirm **GDPR requirements** in relation to use and storage of personal contact details collected as part of community engagement

**TC** – To confirm to LW if he has **Parkfields contact**

- confirm **availability of Gazebo** for use at public events (June 14<sup>th</sup>/21<sup>st</sup>/23<sup>rd</sup> and July 1<sup>st</sup>)

**Everyone** –

Keep **Engagement Tracker** up to date with Community related engagement activities

-Check and confirm availability for **attending and supporting the public events**

- June 14<sup>th</sup> Toddington Rovers Fun Day,
- June 21<sup>st</sup> Village Fete,
- June 23<sup>rd</sup> and July 1<sup>st</sup> NPSG Open Days.
- Timings for each of the above expected to be 10.00hrs to 17.00hrs (including set up and dismantling). Agreed we need min of 2 people for 2 hrs sessions throughout the events. Confirm at June 4<sup>th</sup> Meeting. **Next Meeting June 4<sup>th</sup> – VH – 19.00hrs. We have Greensand Trust and BRCC attending**