

Minutes of NPSG - 4th June 2025 - Village Hall

Meeting 8

Present:

John Russell - Chair
Tony Williams
Lorraine Ward
David Stacey
Tony Collins
Tom Chevalier
Neil Buthee
Kate Russell
Steve Killinger - Secretary

The meeting was Quorate
The Agenda had been circulated previously

Matters Arising from Meeting 7 - 4th June 2025:

- Toddington Rovers Football Club Fun Day (14/6): NPSG will have a table and pitch. Event is 11.00-16.00hrs with set up 1 hour before. TC will provide Gazebo.
- Drone Footage: TC has a meeting with Harvey Greenwood scheduled to discuss
- Website/Email address: Both have been set up and are available - Andy Shaw to meet with TChv regarding training ASAP. Email Management responsibility to SK. Noted that publicity material for Open Meetings 23/6 and 1/7 will begin to be distributed immediately after the meeting so both need to be functional and managed within short space of time
- DS reported that his work situation had changed very recently and as such he needed to step back from NPSG for a period of several months and would be unable to continue with the lead role for Comms and Engagement. SK suggested that SB who had recently joined the PC and taken the Portfolio for Communication might possibly be interested and he would contact Steve in this regard
- Upcoming U3A Committee Meeting (10/6) to be covered by SK
- Contact for St George's School clarified as BC - a Governor and TC for Parkfield's School - who has contact with Deputy Head. Agreed that contact with Harlington School be deferred
- Publicity & Communication Materials: SK demonstrated x2 Roller Banners and confirmed plans for x5 additional banners for NPSG to use, as well as various publicity for upcoming meetings

BRCC Presentation:

BRCC presented to the Group covering the support/activities/work that the organisation undertakes and detailed the Housing Needs Assessment activity. BRCC are also able to offer other, bespoke, support on a wide range of NP requirements - some on an advisory basis and some on a fee basis.

Greensand Trust:

GT presented to the Group covering the Green Infrastructure agenda and outlining the support GS can provide. Focus was on the GI Plan and the four areas including Access/Greenspace and Recreation, Biodiversity, Landscape and the Historic Environment. GT summarised the proposed review of the previous work undertaken for Toddington (2013-18) as well as new requirements. Some refreshment of the previous report is necessary due to time elapsed.

Upcoming Open Meetings and Events:

- There are four events currently planned - 14th June Toddington Rovers Fun Day, 21st June Village Fete, and x2 NPSG Open Meetings June 23rd and July 1st.
- June 14th and 21st operate from 11.00 - 16.00hrs on Luton Road Recreation Ground and The Green respectively. - with set up min 1hr before start time. We will have a Gazebo and table at each event. Two Roller Banners available for publicising NP.
- June 23rd and July 1st events are in the Wilkinson Hall between 15.00-20.00hrs where a full set of materials will be available. Set up from 14.00hrs.

It was agreed that a critical outcome from all events is the capture of comments/ideas and inputs from residents as well recruiting for WG activity support

Working Group Reports:

Green Spaces:

Refer to Greensand Trust presentation and outcomes

SEW:

- Awaiting responses from contacts at Medical and Dental practices
- Continues to capture comments and feedback from Social Media
- Has updated tracker
- will be continuing to review options to engage with Schools

Housing:

Refer to BRCC presentation and outcomes

Community and Engagement:

- DS standing down from Lead Role due to work commitments - replacement required.
- SK and Andy-IT have developed various publicity concepts and Roller Banners
- Website and Email sites are functional - need effective management with immediate effect

Local Economy and Business:

- No progress to report

Transport and Infrastructure:

- No progress to report

ACTIONS:

-ALL:

- URGENT - Confirm to SK by MONDAY 9TH JUNE availability to support 14th/21st/23rd June and July 1st events.** Preferred option is for SG members to cover **sessions of 2hrs duration.** **AGREED that we need min of x2 SG members at any one session for 14th and 21st events and hopefully all SG members available for the majority of 23rd and July 1st, but with minimum attendance of 4 members at any one time** (we need to cover x6 base stations at these events).
- AGREED that we need to have photo records of our stands and participation at these events**
- Posters and Flyers for the June 23rd and July 1st events handed to SG members who agreed to distribute** to shops/churches/medical outlets/Pubs/Schools and place on Social Media. **SG members to confirm to SK by MONDAY 9th JUNE when respective distribution has been completed. Agreed that we should take a photo of the poster in place either at the time of handover or when seen displayed,** and place in dedicated Folder on SharePoint
- AGREED to engage BRCC and Greensand Trust Consultancy support to cover Housing Needs Assessment and Green Infrastructure Survey activities.** Estimate for GI work is c £4345. BRCC c£3500. (As both fall under £5k PC threshold and are from specialised consultancies/providers with local track record of related works and are recognised as such by CBC, there is no requirement for a competitive tender or generation of alternative quotes).

-TCHv:

-Meet with Andy-IT ref to website management

-Confirm acceptance of Greensand Trust quote for GI survey/report and finalise content and timing for the work to be undertaken (Likely to be Sept- November 2025 timeframe)

-LW to discuss GS trust support for School involvement/communication and engagement- assess practicality and costs

-SK:

-to speak to SB regarding possible involvement as Lead for Communication and Engagement WG

-to cover NPSG email management as DS unable to cover - SK to speak to Andy-IT

-speak to Andy-IT ref to uploading critical info onto website ASAP as interim arrangement in view of imminent distribution of publicity for Open Meetings (until SG members fully trained)

-to cover U3A Committee Presentation on June 10th

-to develop appropriate GDPR/Privacy Statement for our Website and Email comms

-create dedicated folder on SP for Evidence of Promotional Activity

KR:

-confirm acceptance of BRCC quote and support for the Housing Needs Assessment, finalise content and timing for the work to be undertaken (Likely to be Sept - November 2025 timeframe)

TW:

-to ascertain availability for Grant Funding from Locality and apply for funding/make applications

-to develop action plan for engaging local businesses and Landowners to progress WG requirement

NB:

-to develop Transport and Infrastructure WG scope and activities to progress WG requirement

TC:

-to confirm with HG support for Drone Footage

-confirm availability to cover for SK at June 18th meeting