

## **Minutes of NPSG - 17th July 2025 - Wentworth Drive**

### **Present:**

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

### **Absent:**

David Stacey

### **Apologies:**

Tony Collins

The meeting was Quorate  
The Agenda had been circulated previously  
The Minutes of the previous meeting were taken as an accurate record

### **Matters Arising from Meeting 10 (July 2nd)**

- Difficulties remain for some with regard to accessing/uploading to Outlook and the email account (possibly SharePoint too - although fewer issues following Andy-IT's presentation)
- (CBC) has not responded to recent email enquiries from SG members
- There have been no replies from Secretary of State, Leader of CBC or our MP relating to enquiries regarding continuing relevance of Neighbourhood Plans within revised Planning Regulations

### **Review of Feedback from Open Events:**

- 350 plus comment slips completed over x 4 events - with 73 implied offers of support. All have been acknowledged and a follow up contact has been made. Agreed we need to organise the mailbox and make ongoing email management more efficient/effective.
- SEW, Green Infrastructure, Housing - comments analysed
- Transport and Infrastructure, Business and Local Economy still to be reviewed. -Comment slips passed to NB and will be forwarded to TW thereafter.
- Each stream lead will review comments and categorise for WG's to review in the future.
- Broad summary of top line themes to be uploaded onto website - with any "Quick Wins" highlighted
- Aim is to have WG's populated with volunteers by end August latest and for WG's to begin developing themes ASAP.
- BRCC and Greensand Trust activities - scheduled for Sept - December 2025.
- Completion of all Community feedback is needed by early December 2025- Analysis may continue after that
- The Community Questionnaire will be published mid 2026 latest
- Parish Council Finance protocols have been clarified in respect of invoicing for work (invoices cannot be paid unless work has physically been undertaken/started)

### **Working Group Updates:**

- TW has collated some information regarding identification of local businesses/landowners/retailers. Letter to be written to all, encouraging feedback and engagement with the SG.
- NB will commence stream activity once the WG has analysed feedback and developed broad themes - some of which are beginning to materialise

### **Maintaining Momentum:**

-Agreed that we should be mindful of the summer vacation period and the potential to lose traction. Thus focus will be on analysis and follow up from comment slips, replying to volunteers to populate the WGs, developing the website with updates, summaries and additional information, using Facebook etc to keep ourselves relevant.

### **Email site (info@toddingtonplan.co.uk) and Sharepoint**

-As these sites begin to develop and both outward and inward traffic increases it was agreed that the sites need to be better organised and managed in order to facilitate easier and efficient/effective tracking/responses and categorisation. Some members of the SG are still struggling with our IT structure. Email trails are becoming lengthy and there is a danger that information/insights/communications/questions may be missed when part of a lengthy trail.

### **Next Meeting:**

-August 13th - VH Lounge -19.00hrs

### **AOB:**

**-Conflict of Interest Register** - a local resident has suggested the SG should have a Register of Interests. This was agreed - format to be a two line biography of SG members along with a No Conflict of Interest statement. SG will also feature declaration as standard agenda item going forward

**-Social Media update:** Suggested that we update Facebook and Website pages after publication of the next edition of the village magazine (End July/early August)

-Universal Theme Park consultation: Suggested we input to this with regarding creation of dedicated footpath/Cycleway from Toddington to Harlington with rationale that it will facilitate safer and carbon reduced travel, as well as increase employment opportunities utilising the planned new station that will serve the Park (accessed from Thameslink Service to Bedford)

### **Actions:**

SK:

-Write to Andy-IT requesting he meets with SG members on individual basis ASAP to resolve IT difficulties relating to Outlook (and SharePoint if appropriate). Cost implication recognised but considered justifiable in view of continuing difficulties with licence constraints and range of devices used by SG members. Consent given to provide Andy with personal Email addresses (post meeting Andy contacted - on vacation from July 25th. SG contact details provided to Andy as agreed)

-Write input for Universal Theme Park Consultation - by August 13th Meeting

-Chase replies from Sec of State, CBC and MP regarding future relevance of Neighbourhood Plans

-Provide wording/template for Register of Interests - By August 13th meeting

-Forward Magazine Article for posting on Facebook and Website (post after magazine has been distributed)- immediately after magazine publication -2nd August

-list of volunteers along with any who have dropped off onto SP- add to SP - by August 13th meeting

LW:

-Organise email trails/change conversation trails to eliminate risk of missing respondents - by August 13th Meeting

-Write to Clubs and Societies (from Magazine contact list) to seek engagement and feedback - by end august

KR:

-Invite Mary Walsh to August 13th Meeting and ask Mary for help with contacting CBC - needs to be done immediately

JR:

-Register of Interest review/update on each Agenda going forward - commence August 13th Meeting and replicate on all future meetings

All:

-all SG to ensure any email sent from info @toddingtonplan... has clear subject heading to enable easier follow up (So: Sec (Secretary); HSE (Housing); GI (Green infrastructure); T&I (Transport and Infrastructure); LBE (Local Business and Economy); SEW (Social, Education and Welfare). Implement immediately

-Working Group Leads to use Info@Toddington address and not personal Email addresses; any volunteers that join WGs will not have access - ongoing

-Provide SK with 2/3 biography and interests for Register Of Interests - by August 13th meeting