

NPSG -Minutes of Meeting 14 – 22nd October 2025; Toddington Village Hall; 19.00hrs

MINUTES: (separate action summary provided at end)

1 - Present: Steve Killinger (SK), Lorraine Ward (LW), Tony Collins (TCo), Neil Buthee (NB), Tom Chevalier (TCh), Tony Williams (TW), Kate Russell (KR). **Apologies** – None. **Absent** David Stacey (DS)

2 - No changes to Declarations.

3 - Minutes of previous meeting: Approved

4 - Matters Arising:

a - Workgroup TILE to be updated on website - **action TCh - DONE (Economy and Infrastructure)**

b – NP poster was displayed in hall at Scarecrow Festival thereby maintaining awareness

c – Project plan to be updated and reviewed at next meeting – **action LW**

5 - Ratify changes to ToR, Chair and Secretarial positions: Ratified by NPSG and Parish Council

6 – Housing update –

Approx. 1900 Housing Surveys (HNS) distributed, 282 responses to date, aim is for minimum of 20%. Facebook reminders to be undertaken before end of month and completion date 08.11.2025 - **action KR**. There were some glitches with delivery where new estates were not delivered but since rectified. To be checked with Andy-It – **action KR**. 2 complaints have been received and both responded to. Survey results analysis will be provided late December with draft report for discussion. Housing workgroup has 3 people one of whom is very knowledgeable.

6 – Green Infrastructure update –

Drop-in event confirmed for 15.11.25 10.00am at 1.00pm Village Hall. A5 flyer with printer then letterbox distribution by NPSG. A4 for sheets for advertising around village. Volunteers needed for distribution - provide NPSG with leaflets and delivery routes - **action SK**, add info re drop-in to website – **action TCh (DONE)**, add drop-in event to Facebook – **action LW**. Cover for drop-in event: SK – 9.30am to 1pm, TCo 12.00 to 1.00pm, TW – 10.00 to 1.00pm, TCh 9.30 to 1.00pm, NB - ? NPSG will help with Tea/coffees, Greensand Trust will cover children's crafts, TodNP Banners to be erected around the room – **action SK**, refreshments to be purchased and supplied – **action SK**, establish who brings pens/pencils and exactly what NPSG will need to provide and do on the day – **action TCh** Focus of drop-in will be: what new and improved access routes and green spaces would residents like to see? what improvements for wildlife? Which green spaces need special protection?

Parish council and others are confused about Central Beds Local Plan Designation of Green Spaces and the GI Neighbourhood Plan activities - **action TCh** to ask Greensand Trust to provide clarity and to add to our website.

TodNP response to Designation of Green Spaces should include: pond, green, glebe, dropshort marsh and the trees to the east and the north, woodland corridors between and at Leighton and Dunstable roads, conger hill, public rights of way, additional field next to cemetery (for bigger cemetery needed 12 years time), informal dog walking field north west of allotments, allotments,

wildlife place by Poplars. **Action TCh** to complete on behalf of TodNP and copy Parish Council, **action SK** advise Parish Clerk

6 – TILE update -

Working group with volunteers in place have met twice. Discussed and reviewed letter and survey to business and landowners. Poplars will be asked to review before circulation – **action SK**.

Questions were raised about relevance, content and delivery of the letter and survey – **action all** review both before next meeting and feedback to TILE. Survey will be issued in new year.

Thought to be given to costs and analysis of survey (assumed to be 20% response rate) –options: investigate google forms – **action TCo**, consider delivery by hand, could BRCC assist – **action KR**, review surveymonkey – **action TW**, establish what level of evidence of survey delivery is needed - **action SK**

6 – SEW update -

Working group met twice, volunteers continuing to gain feedback from village groups and societies which will be relevant to other working groups and will be added to Sharepoint and advised to NPSG when complete, these are currently filed on Sharepoint under Documents>WG-Community and Engagement>Consultation and Engagement Records

Young people and schools feedback – working with teacher (Parkfields School) and Steve Bacon (Parish Council) on survey questions. Clarity to be established in scheduled meetings on individual motivations, circulation and feedback method, analysis of results, relevance and wording of survey for all age groups, engagement of St Georges and Harlington Schools.

Feedback to be gained from Parkfields about the school itself as an operational entity – contact Sarah Cooper - **action LW**

7 - Capturing Village/Community feedback:

Spreadsheet for capturing feedback can be found on Sharepoint:

Documents>WG-Community and Engagement>Consultation and Engagement Records

NPSG feedback received.xlsx - used to add any feedback, date and source including facebook comments

NPSG Consultation and engagement diary.xlsx - used to add dates and details of interactions

Action All to update Consultation and Engagement records. Decision to made on how and if we record the feedback slips from the open meetings – **action SK**

Recommendation that we create our own facebook page – **action TCo to speak to DS**

Brian Belgrave parish council captures feedback on highways etc – **action NB to engage with Brian**

8. Xmas Tree Festival – how can we support? Resourcing and Logistics:

13/14th December in Church, trees to be installed week prior

Obtain Christmas tree and lights – **action TCh**

Decorate Christmas Tree in Neighbourhood Plan theme – **action LW**

9 - 2026 Budget – PC Precept application feedback:

Thanks extended to Tony Williams for business case justification. Precept application of £25k for 26/27 to include services of Planning Consultant if required (as per Mary Walsh recommendation).

Need to identify suitable Planning Consultant – action TW, TCo

Consideration to be given to using same consultant as other local parishes but in doing so assess any potential conflicts of interest.

10 – AOB: None

11 - Next meeting: – Nov 5th 19.00hrs (Blake Stephenson, MP no longer attending) Village hall

Apologies – KR, TW, TCo

Summary of Actions:

A1 - Workgroup TILE to be updated on website - **action TCh – DONE (Economy and Infrastructure)**

A2 - Need to identify suitable Planning Consultant – **action TW, TCo**

A3 - Project plan to be updated and reviewed at next meeting – **action LW**

A4 - Check delivery of HNS to Andy Shaw – **action KR**

A5 - Facebook reminders for HNS completion to be undertaken before end of month and completion date 08.11.2025 - **action KR**

A6 - Provide NPSG with GI drop-in leaflets and delivery routes for GI drop-in - **action SK**

A7 - Add info re GI drop-in to website – **action TCh - DONE**

A8 - Add GI drop-in event to facebook – **action LW**

A9 - TodNP Banners to be erected around the GI drop-in room – **action SK**

A10 - Refreshments to be purchased, supplied and made at GI Drop-in event – **action SK**

A11 - For GI drop-in, establish who brings pens/pencils and exactly what NPSG will need to provide and do on the day – **action TCh**

A12 - Cover for drop-in event – **SK – 9.30am to 1pm, TCo 12.00 to 1.00pm, TW – 10.00 to 1.00pm, TCh 9.30 to 1.00pm, NB – to advise**

A13 – Greensand Trust to provide clarity and on Central Beds Designation of Green Spaces and TodNP Green Infrastructure then get add to our website – **action TCh**

A14 - Complete Central Beds Designation of Green Spaces on behalf of TodNP and copy Parish Council – **action TCh**

A15 - Advise Parish Clerk of point above – **action SK**

A16 - Poplars to be asked to review TILE survey before circulation – **action SK.**

A17 - TILE - Questions were raised about relevance, content and delivery of the letter and survey - review both before next meeting and feedback to TILE – **action all.**

A18 - TILE survey - investigate google forms – **action TCo**,

A19 - TILE Survey - could BRCC assist – **action KR**,

A20 - TILE survey - review surveymonkey – **action TW**,

A21- Establish what level of evidence of TILE survey delivery is needed - **action SK**

A22 - Feedback to be gained from Parkfields about the school itself as an operational entity for SEW
– contact teacher - **action LW**

A23 - Update Consultation and Engagement records - **action all – see minute point 7**

A24 - Decision to made on how, if we record the feedback slips from the open meetings – **action SK**

A25 - Recommendation that we create our own Facebook page – **action TCo to speak to DS**

A26 - Engage with Brian Belgrave parish on highways etc – **action NB**

B.Belgrave@toddingtonparishcouncil.gov.uk

A27 - Obtain Christmas tree and lights – **action TCh**

A28 - Decorate Christmas Tree in Neighbourhood Plan theme – **action LW**
