

WILLINGTON BEDS NDP MINUTES

August 10, 2016

7.30 pm

Willington Village Hall

Chair: Alan Bertram **Minute taker:** Ginny Ford

Present: Ginny Ford, Chris Smith, Joe Lewandowski, Rick Noel, Shane Horlock, Alan Bertram

Apologies: Nathalie Hendry-Taylor, Theresa Titchener

Nomination for Treasurer: Chris Smith. Nominated by Joe seconded by Alan

Approval of minutes: The minutes of the previous meeting July 13th 2016 were unanimously approved by the group with one addition by Joe in item 4.: Joe informed the group that Cllr Vowles had called the previous night (12th July) strongly urging for the inclusion of a particular landowner with a submitted site on the group.

Matters Arising

7j. Nathalie found out that the Bedford Borough NDP officer who oversees Willington is Martin Tidy. Alan will call Martin to discuss his engagement with the group.

7. Joe has requested Census disc from Cllr Moon

5. Shane presented the quote received from consultants Troy Navigus Partnership. The group agreed that we should all read the proposal and keep this under review for now.

9. Shane offered to purchase and donate a domain name for the website. To be...WillingtonBedsNDP – The domain www.willingtonbedsdp.org.uk has been purchased. Shane and Alan are liaising to link this to the website.

Alan to write letter to Chair of Parish Council explaining the process of the Neighbourhood Plan and why it is inappropriate to comment on the call for sites at this stage. (action remains outstanding)

Alan has written to the Chair of the Parish Council to explain the groups view that landowners or employees of businesses advising landowners should not be permitted as members of the Steering Group, and requested that this be included within the terms of reference. Cllr Vowles has responded confirming this will be discussed at the next Parish Council meeting in September.

Action items	Person responsible	Deadline
✓ Contact Martin Tidy at Bedford Borough to commence his involvement in the Willington NDP	Alan	ASAP
✓ Update on receipt of the census disc from Cllr Moon	Joe	Next meeting
✓ Write to the Parish Council explaining why it is inappropriate for the group to comment on the call for sites at this stage.	Alan	Next meeting

Minutes

Item 1: Update on visit to Cople Green Infrastructure Plan (GIP) workshop attended by Joe and Ginny.

Discussion:

Ginny outlined the process undertaken by Cople. Consultancy was provided by BRCC at a cost of £5K for resource preparation and consultation events and plan development. Application for funding was online and according to Steve Halton relatively straightforward. The session used a methodology endorsed by LNP (Local Nature Partnership) consortium, well known in many Central Bedfordshire Parishes. Participants used themed maps (on Open space, rights of way biodiversity, and historic interest) for participants to give their input on what they'd like to see, and what is important to them. The information will then be collated and used to develop the GIP with further consultations on 10th and 28th September. The GIP would then feed into and inform policies of the Cople NP. It was noted that there was a good discussion about better off road linkages with Willington and Cardington.

Conclusions:

The group agreed that Cople were further forward with NP development and this aspect may well be something to consider once we have progressed with the initial stages of project plan and early consultation.

Action items

	Person responsible	Deadline
✓ All to keep watching brief on Cople's progress	All	None

Item 2 :Early stage consultation

Discussion:

The group discussed resources and tasks for the early stage consultation.

Conclusions:

All agreed that we would go ahead with an initial session at the Village fete to be backed up via online methods (Facebook, website, survey monkey) and possibly other events such as Village Markets and leaflet drops. We agreed that it was important to make sure we give all residents the chance to have their say, that we follow the guidelines set out by Locality website's roadmap and associated documents, and that the process should be properly documented as some kind of report as part of the 'evidence pack' for NP process.

Action items

	Person responsible	Deadline
✓ Read and understand the Roadmap Engagement information sheet on the Locality website (link to it from Roadmap) to ensure we are following correct process and feedback to group	Chris	By next meeting
✓ Read and understand 'Capturing Evidence' Doc on Locality website and feedback guidance so we capture this consultation correctly	Chris	By next meeting
✓ Create introduction to NP stating aims of the initial launch – to create vision and aims and to inform a more detailed consultation to follow. Upload to dropbox for all to comment / approve. Joe thought this had been done already for stand at the village market a few months ago.	Joe and Alan to check what was produced for the village market.	ASAP End of Aug latest
✓ Ask Pat Olney for the slides for her initial consultation, they may be able to assist our questions / map / flipchart	Joe	ASAP
✓ Create the initial questionnaire to include: details (ie resident / age etc), subject headings using Cople survey with the open questions under each to be found on p32 of the roadmap, and further information from Shane	Joe	ASAP End of Aug latest

✓ Produce massive Parish map (contact Council) and send to group as PDF end Aug. Will go to print WC 5 th Sept ready for 7th	Rick	End of Aug, group to feedback with any comments by 2 nd Sept
✓ Produce 'flip chart' sheet with the open questions to go on the wall in the hall next to map	Alan	ASAP End of Aug latest
✓ Joe L to ask the Village Hall if we can use a wall in the hall for an NDP display.	Joe	ASAP
✓ Ensure all group members are invited to use the Drop box	Shane	ASAP

Item 3: Project Plan

Discussion:

Joe raised the point of needing a proper project plan. The group discussed the value of using consultant versus doing it ourselves.

Conclusions:

The group agreed that we really need to create a proper project plan so that we capture the tasks we need to do and track our progress, and that we would make an initial plan ourselves using Stevington's for guidance.

Action items	Person responsible	Deadline
✓ Joe to forward Alan a copy of Stevington's plan	Joe	ASAP
✓ Alan to develop draft Project Plan	Alan	By next meeting

AOB:

Discussion:

Alan stated that cost of booking Village Hall for a 1.5 hour meeting each month until end of March 17 was £140. A request has been put to the Parish Council to spend this and confirmation will be received after the next Parish Council meeting in September.

Conclusions:

For now we would continue to use the Village Hall but explore other options

Action items	Person responsible	Deadline
✓ Shane to investigate using the Methodist Church Hall as an alternative location as there may be no charge	Shane	By next meeting

Next Meeting

Date: Wednesday 7th September

Time: 7.30 pm

Venue: TBC (Alan to issue a meeting invite and confirm venue)