

MINUTES
BECKINGTON NEIGHBOURHOOD PLAN
STEERING GROUP MEETING
27 FEBRUARY 2024

Present:

Chair - Sue Wonnacott (SW)

Project Planning - Mel Usher (MU),

External Communications - Debs Byrne (DB), Paula Fox (PF), Jennie Tyler (JT), Clive Winterbourne (CW)

Internal Communications and Website - Alex Richards (AR)

Secretary - Ben Richards (BR)

1. **Apologies:** Sarah Ball (SB), Jo Hole (JH), Sue Shipley (SS), Andrew Tyler (AT)

2. **Minutes of last meeting**

No amendments were raised and the minutes of the last meeting on 13 February 2024 were approved.

3. **Actions arising from last meeting**

- PF will circulate a short summary of the Somerset Council call for sites and allocation of the additional 505 houses required following the Judicial Review.
- SW had investigated the availability of a local *Neighbourhood Planning Champion* via the Locality website. The nearest volunteer to us was currently already heavily engaged with the Westbury NP and did not have time to devote to us at the moment.
- It was noted that the Somerset Council planning team was mandated to support us with advice and guidance during the development of our NP. There were also contacts in Rode and Norton St Philip who might be prepared to give advice.
Action SW to send response from Andre Sestini (Somerset Council) to PF
- Other matters would be considered under relevant agenda items.

4. **Attendance at Parish Council Meeting, 20 Feb**

- SS and SW attended the meeting on 20 February and updated the PC on our progress. The TOR were agreed subject to a small amendment on the description of Standerwick (only part of Standerwick lies within the parish boundary).
Action PF to request Parish Clerk to email the signed TOR to AR for posting on our website.
- Councillor Adam Boyden (Frome North) also attended and had hoped to attend the NPSG. This had not been possible tonight, but he would be invited to the launch event.
Action Comms Group

5. **Residents Survey**

- The latest draft of the Survey had been circulated before the meeting. It was agreed that we were nearly there and that it should be possible to have the survey ready for the launch event. BR had received comment from MU, CW and the Parish Council (via PF).
- JT reported that the Comms Group was working on the introduction and would liaise with Postscript concerning the printed layout.
- It was agreed that copies of the survey could be available at the launch event for residents to take away. It would be explained to them that they would still get a copy through the door. It was agreed that a pdf copy of the survey would be posted on the website for residents to print and complete as an alternative to the online survey.
- It was agreed that residents could be asked to provide their name and address if they wished. This would enable follow up discussion on any specific points raised in their responses. It was agreed that a prize draw might encourage take up.

- DB would contact the business owners/key holders of the intended collection sites.
- Postscript would be asked to provide suitable labels, branding for the collection boxes.
- It was agreed that analysis of the results required further consideration due to the cost of external assistance. It was noted that JH had volunteered to assist with inputting results from the printed surveys, but support from other NPSG members would also be required.

Action

- *BR to produce next version and circulate to the group.*
- *Comms Group to finalise introduction.*
- *Final version to be handed off to Comms Group by 5-6 March.*
- *Comms Group to liaise with Postscript for copy editing, production and packaging.*

6. Comms Group Update

Launch Event:

- JT had provided an update following the latest subgroup meeting. The Comms Group would be making final decisions at their next meeting on Monday 4 March. Any comments needed to be received by then. The hall is booked 4pm-10pm on Thursday 14 March to give us plenty of time to set up and pack up. The event will be 6pm-8pm with a talk by SS and/or ST at 7pm. The aim is to have an informal event with the opportunity for residents to meet the NPSG and ask any questions. There will be around 6 tables with boards, each focussed on a theme.

Action *All comments or ideas to JT before 4 March.*

- Invitations would be delivered over the period 6-10 March. Posters would also be available for public places. Volunteers would be required to deliver.

Action *NPSG to confirm availability via WhatsApp*

- Display boards had been procured, including 2 large boards and 5 flip chart holders on loan from Frome Town Council.

Action *MU to confirm delivery to Comms Group*

- Maps were required so that attendees could indicate where they live and identify specific areas of interest (eg. views, green spaces). AR said he could get digital versions and also sticky notes.

Action *AR to liaise with JT*

- It was agreed a projector would be useful.

Action *SW to ask ST if he can bring his one. MU to ask Frome Town Council.*

- PF asked about public liability insurance and the need to check that the event was covered by the Memorial Hall.

Action *PF to confirm with Hall Committee*

- It was decided that there would not be an advertised transport plan for Rudge and Standerwick. Details of the event would be posted on the website for those unable to attend.

Action *AR / Comms Group*

Wider Engagement:

- No discussion took place following ST's advice to MU that this can occur later in the process.

7. Design Principles Support Group

- BR provided an update on the initial meeting with AECOM consultants who would be producing the Design Principles (DP) report. The anticipated schedule for the report to be completed is around 3 months.
- The AECOM team would be conducting a site survey/visit on Monday 11 March. AT would be coordinating. CW and PF volunteered to assist on the day to provide the team with advice and context.

Action *AT to confirm arrangements and inform via WhatsApp.*

8. Project Planning Group

- MU reported that there had been no changes since the last meeting.

9. Financial Update

- AT had provided a written update for the meeting.
- The spend forecast had been adjusted and although there was a slight deficit, it was noted that an additional £3,000 was expected from the Parish Council.
- PF reported that the Parish Council had approved the claims submitted at its meeting on 20 February. The Parish Council is in the process changing banks to enable e-banking. This would simplify the payment of invoices / reimbursement of receipts.

10. Website and Internal Communications

- AR reported 195 visits to the website so far.
- He would update the TOR.
- The logo had not been updated as the link from Postscript had expired. This was in hand and he would liaise with DB.

11. Any Other Business

- PF noted that other NP teams had commissioned a Landscape Character Assessment that provided an appropriate evidence base to support designated green spaces. There was no grant available for this and costs could range between £1.5 to £10K. But it may be worth considering. It was agreed that SW, PF and CW would form a working group to consider the options.

Action SW, PF, CW

- PF explained the Community Infrastructure Levy. This is a charge which can be levied by local authorities on new development in their area to help them deliver the infrastructure needed. She would investigate whether the Parish Council might be eligible for additional funding.

Date of Next Meeting: Tuesday 12 March 2024 at 7pm.

Venue: Clifford House