

BECKINGTON NEIGHBOURHOOD PLAN
STEERING GROUP MINUTES
Monday 8 June 2026
20 Frome Road, Beckington

Present:

Ben Richards (BR), Paula Fox (PF), Clive Winterbourne (CW)

Apologies for absence:

Debs Byrne (DB), Jo Hole (JH), Laura Parry (LP), Alex Richards (AR)

In attendance:

Clare Churchill (CC), Dave Chapman (DC)

1. Apologies for absence and Introduction of guest attendees:

- *Apologies for absence were noted and recorded.*
- *Clare Churchill (Clerk to Beckington Parish Council) and Dave Chapman (NP Consultant/Locality) were introduced and welcomed to the meeting.*
- *BR explained that the key output from this meeting was understanding / agreement on the process for the Regulation 14 Consultation.*

2. Minutes of last meeting (5 May 2026)

- *Minutes of the last meeting were discussed and approved for publication.*

3. Actions arising from last meeting

- *Photo Library.* BR thanked members for sending in photos. He had not yet created the shared folder but would do so. It was agreed that all residents should be invited to submit photos during the Regulation 14 Consultation period. **Action: BR**
- *Feedback from 12 March 2026 residents' consultation on valued landscape.* Collation of responses remained outstanding as the original arrangement with JH could not happen.
- *Update from Open Plan.* It was agreed that £850 should be set aside to cover the Open Plan quote for revisions to the Views Report recommended by AECOM. The amended report was expected by the second week in July.
- *Consultation Document – Confirmation was required as to whether the document needed to be ready for Regulation 14 consultation.* DC advised that it was preferable to include a draft Consultation Document in the bundle submitted for Regulation 14 Consultation.

4. Local Green Space Report – Open Plan

- The LGS Report was approved for publication. **Action: BR**

5. SEA and HRA

- AECOM had submitted its Scoping Report to the Statutory Consultees. The 6-week consultation would run until 17 July.

6. Emerging Somerset Local Plan

- Progress on the emerging LPA Plan was noted.
- A Spatial Strategy document had been produced for consultation, with 6 options for a potential site allocation strategy. The Parish Council would be commenting.
- There was, as yet, no indication of any confirmed housing allocation / requirement across the LPA area. It was agreed that the NP would continue to work off the indicative figure of 95 provided by the LPA in February 2025, minus any completions and commitments from that date.
- DC advised that the new National Planning Policy Framework (NPPF) was expected to be published after the Summer Recess. It was expected to include details of transition arrangements for new or revised policies.

7. Preparation for Regulation 14 Consultation (Main discussion item)

- The SG discussed the procedural aspects of the Regulation 14 Consultation, with advice and general input from CC and DC. The Parish Council is the Qualifying Body with overall responsibility for the consultation.
- DC provided the SG with some background notes and advice. This is attached at Enclosure 1.

Consultees	Statutory consultees were expected to include: • Somerset Council (including relevant departments like Planning Policy, Highways, Lead Local Flood Authority, and Public Health) • Adjoining Parish or Town Councils • Adjoining Local Authorities • Utility providers • The Environment Agency, Natural England, and Historic England Other consultees should include: • All residents • Local organisations and community groups
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	• Local businesses and landowners • Community groups and local amenity societies It was agreed that this list would need refining; advice would be sought from the LPA. DC recommended that, where possible, named individuals are identified as primary points of contact for organisations. Action BR.
Consultation Methods and Engagement Activities	The following were discussed as engagement methods: • Printed response forms and deposit locations • Online response forms and surveys • Parish Council website • Social media • Network magazine • Community meetings • Public drop-in sessions • Direct emails and letters It was anticipated that there would need to be a launch event, and probably a follow up event to ensure that all residents had the opportunity to attend. It was anticipated that a flyer would need to be produced and distributed in hard copy to all households. The advantages and disadvantages of running an online survey were discussed. It was agreed that Landowners would require formal engagement.
Consultation Documentation	The following was noted and agreed as required for the consultation: • Draft NP • SEA Report • HRA Report • Draft Basic conditions statement • Draft Consultation statement • The NP document library (evidence base) Further discussion was required on: • The Response form content • Recording feedback • Frequently Asked Questions • Consultation publicity materials • Data protection and privacy arrangements
Consultation Timetable	The following sequencing requirements were noted: • Draft Basic Conditions Statement (Ongoing) • Draft Consultation document (Ongoing)

	• Receive SEA and HRA • Update/Revise draft NP • Present draft NP Plan to the PC for a decision on Regulation 14 Consultation • Parish Council informs LPA of Regulation 14 Consultation dates. • Regulation 14 launch event and 6 week consultation period. CC reminded the SG that she would need to give the PC 7 days' notice of any meeting to discuss the NP. The same should apply for public meetings (eg the Launch).
Budget and Resources	It was noted that an outline budget would need to be prepared for the PC, including: • Printing and venue costs • Publicity costs • Administrative support requirements

8. **AOB**

- DC agreed to submit a fee proposal for consultation work to cover the Regulation 14 period and any revision work required for the subsequent Regulation 16 Consultation.

9. **Date of next meeting**

- Tuesday 7 July, 7pm
- This would be an online meeting due to SG members' availability.

Enclosure

1. Preparing, Carrying out and Post Regulation 14 Consultation