

**Beckington Neighbourhood Plan  
Steering Group Meeting Minutes  
14 Oct 24**

Present were: SS, PF, AR, DB, MU, JT, AT, SB, CW  
Apologies: BR, JH, LP

**1. Minutes of last meeting.**

- SW still open to assist (offline) with the Steering Group activity.

**2. Actions arising.**

- Attempts remain ongoing to recruit a parishioner from Rudge to join the Steering Group.
- The Network submission is due on 20 Oct 24. SS to adapt BR's statement and submit to the Network editor.

**3. Project Plan Overview and Timings.**

- Site identification and analysis may be complete by end of Jan.
- Aims, objectives and visions were completed from BR. Draft objectives to be drawn from this. **Action: MU and BR** to draft objectives.
- Part 3.1 of the plan could get started now. Elements of the detail required have already been gathered (remainder coming from the site allocation analysis). Decision on the lead for this task is TBC. Layout, headings and template to be created (**Action DB and JT**). Utilise previous neighbourhood plans evidence base as a handrail.
- Outstanding tasks remain the same (engagement with local stakeholders, evidence base).
- **Action DB and JT** to draft an email with specific questions for local stakeholders. BLUF email with Microsoft forms. **Action AR** to create MS Forms.
- **Action AR** - create a log of all events/consultations (dates/times) for the creation of the Steering Group.

**4. Site Allocations Update**

- Call for Sites Latest:
  - Call for sites letter published Friday 11 Oct 24. **Action: PF** to upload the call for sites maps to the GDrive.
  - Creation of a communications database of all people that have been contacted by the Steering Group. Clarification to occur with Wendy on w/c 21 Oct 24.
- Site assessment process (see sample documents attached in email prior to meeting):
  - Meeting request with Wendy. Her input will be required throughout the site assessment process.
  - Review of the number of sites completed by Xmas.
  - Wendy reduces the number of sites from 9. Informs all landowners whether their land has been included in the site allocation going forward. There is then a 6-week consultation process for landowners and developers. Upon the agreed date (after the 6 week period), the parishioners will be informed of the allocated sites by the steering group. A survey will then be released for 1 weeks, after which the results will be gathered.

- Resident survey:
  - Serialise each survey and make a note of which survey goes into which home. 2x ballots In the woolpack an the Mes Amis. Spreadsheet that everyone can fill out during delivery. Site assessments to be put on the website and a “key facts” page to accompany the survey. **Action: LP** to look survey creation and advertising.

5. **Views Assessment:**

- The LCA Working Group thought the views assessment report needs more information.
- Share with Wendy to ensure that the site assessment research as all the necessary views assessment information.
- Map of all footpaths to be created.
- Boarder pictures required of all the views in the parish.
- Views to be included of what can be seen from within the village but also with surrounding areas looking onto the village from afar.
- **Action: CW and PF** to bring views assessment to the next Steering Group Meeting in November, having had it reviewed by Stuart Todd.

6. **Additional Technical Support**

- Character Assessment Working Group - **Action: SS** to email Stuart Todd to determine the actual need for a character assessment.
- Green Space Assessment Working Group - **Action: DB, CW and PF** to complete.

7. **Initial Plan Draft**

- Aim, vision and objectives. **Action: MU** to edit the draft created by BR and circulate for the next meeting.

8. **Budget Update**

- AT has narrowed down the budget for each department or key areas to be able to forecast until Autumn '26.
- Little or no eligibility for external grants.

9. **AOB.**

- Resident engagement:
  - AT and AR believe that more village engagement is required. Opportunity to join sporting events, or organise a biannual meeting to deliver a progress update to the parish.
- Resident correspondence:
  - SS to draft correspondence for the Network and the Facebook page. **Action SS.**
  - Housing Needs Assessment and Design Code to be published on the website. **Action AR.**
- Workload - opportunity for another member to act as “Chair” of the Steering Group for the upcoming year. All to scope interest for the next meeting. **Action: all.**
- **Date of Next Meeting: 11 Nov 24, 7pm at the usual place.**