

MINUTES
BECKINGTON NEIGHBOURHOOD PLAN
STEERING GROUP MEETING
4, GOOSE ST
13 FEBRUARY 2024

Present:

Chair - Sue Shipley (SS)

Vice Chair - Sue Wonnacott (SW)

Project Planning - Sarah Ball (SB), Mel Usher (MU)

External Communications - Debs Byrne (DB), Paula Fox (PF), Jo Hole (JH)

Internal Communications and Website - Alex Richards (AR)

Secretary - Ben Richards (BR)

Apologies: Jennie Tyler (JT), Andrew Tyler (AT), Clive Winterbourne (CW)

1. Minutes of last meeting

No amendments were raised and the minutes of the last meeting on 16 January 2024 were approved.

2. Actions arising from last meeting

- SS would be attending the next Parish Council meeting on Tuesday 20 February.
- SS had written to Ben Keevil who had confirmed that his commitments had made it difficult to devote time to the Steering Group. He is no longer on the WhatsApp group and shared drive.
- JH and CW were still to provide photos and details for the website.
- Other matters would be considered under relevant agenda items.

3. Terms of Reference (TOR)

The final TOR document was ready for submission to the Parish Council for approval.

Action PF to circulate the final version to the PC for consideration at the meeting on 20 February.

4. Residents Survey

- Since the last meeting SS, MU, PF, SB and BR had worked as a sub-group to produce a set of survey questions. The aim had been to produce a draft for consideration at this meeting. However, following feedback from ST, further work was required to refine it and decide what was in and out of scope (eg. bus services). Following discussion, the consensus was that there was value in addressing wider issues that may inform the Parish Council, but this should be made clear to avoid raising false expectations.
- It was agreed that this work would mean that the survey would not be ready for distribution immediately following the launch event on 14 March. It was also agreed that there should be a pilot of the survey questions before it is issued widely.
- It was agreed that the survey questions would be a mix of open questions and multiple choice. There would be one survey delivered per household, with the option of additional copies for individual responses.
- It was agreed that the Comms Group would be responsible for the layout and printing of the survey so that it matched our existing branding.

- ST would be consulted about a suitable expert to collate and analyse the results of the survey.
- It was noted that a target date for delivery of the survey after the launch event needs to be agreed.

Action

- *SS would redraft the survey based on ST's comments and circulate to the sub-group. Subgroup to meet on Wednesday 21 February at 5pm (4 Goose St) to finalise the draft.*
- *Comms Group to speak to Postscript in Frome concerning production of the printed survey, including whether they can number each copy so that we can link responses to a general location.*
- *MU to consult ST about analysis.*

5. Comms Group Update

- The leaflet drop had gone extremely well and SS thanked everyone who had taken part.
- JT had provided an update of their work following the latest subgroup meeting.
- The launch event was envisaged as a soft meeting as opposed to a formal event, with activities to generate ideas. One idea was to have around five tables/stands each focussing on getting feedback on one particular issue. JH proposed a village photo competition as a means of encouraging wider involvement. The launch invitation could include offers of transport to allow people from Rudge and Standerwick to attend. The next subgroup meeting would be on Monday 19 February and would discuss the launch invitation, the format of the evening and how information will be presented (display boards etc).

Action *Comms Group to coordinate.*

6. Neighbourhood Plan Content

- SS provided an update on the support that is available from Locality concerning consultancy support to produce Housing Needs Assessment (HNA) and Design Principles (DP) reports. It had been agreed that the consultancy firm AECOM would produce both reports and a start date was expected shortly. The expected timeline for completion was 10 weeks for the HNA and 18 weeks for DP.
- The HNA would be based on existing published data. DP work would require more input from the steering group to advise the consultant producing that report.
- SS proposed that we should also get in touch with a "Neighbourhood Planning Champion" to support us under the umbrella of Locality.

Action *SS to investigate.*

- SS reported that no further grants for technical support would be available until the next financial year (2024/25), but it was understood that further funding would be available. She proposed that ST be invited to our next meeting so we could discuss what further packages would be appropriate (such as a Strategic Environmental Assessment).

Action *MU to discuss with ST.*

7. Wider Engagement and Consultation

- SS noted that, under the wider project plan, we need to create and publish a plan of how we engage with and consult stakeholders. We had produced a list of local and strategic stakeholders but need to take this further.

- PF noted that the Comms group had discussed some ideas at their meetings and that this would be addressed at their next meeting. They would also discuss how to engage with younger residents. SB volunteered to be the point of contact for our local schools. PF would also ask ST for a suitable example that we could develop and advice on what commercial/business issues should be addressed.

Action *Comms Group*

8. Financial Update

- AT had provided a written update for the meeting.
- PF noted that the next parish council meeting would approve and authorise payment for the invoices already submitted and confirm the delegated authority for expenditure. She expected the parish clerk to issue cheques following the meeting.
- It was noted that we need to allocate and spend our existing budget by 31 March, although it was noted that ST's consultancy fees might meet this requirement.
- JH queried the accuracy of a recurring monthly £300 payment for hall hire and whether there was a separate line for the launch event.
- AT had requested that any further invoices and any additional ideas for expenditure be submitted to him as soon as possible.

Action *All*

- AT was requested to liaise with ST concerning consultancy fees invoicing.

Action *AT*

9. Website and Internal Communications

- AR confirmed that the website went live on 1 February and that it has been viewed 164 times so far.
- AR requested an electronic copy of our official logo and permission from Postscript to include it on our website.

Action *DB to action.*

- AR informed the group that the website contains a comments section. He will distribute any comments to the group via WhatsApp.
- AR asked that we do not use the NPSG email address to send emails. Emails should come from individual addresses, copied to the NPSG address. When documents are shared to the NPSG drive from personal accounts, please ensure that they are shared to individuals. He recommended that the NPSG drive should be used for final documents only and that any work in progress should be done by personal email. He was happy to talk to anyone one to one if they need further help.

Action *All*

10. Project Plan

- SB outlined the current progress. There was a need to publish the one-page summary on our website.

Action *AR*

- MU had produced a summary sheet of immediate actions. One area not yet discussed was the requirement to "*understand strategic and local written evidence*". This could be a complicated task that would require support from ST.

Action *MU to discuss with ST*

11. Any Other Business

- PF outlined the latest news on the Somerset CC call for sites and allocation of the additional 505 houses required following the Judicial Review. There are no sites currently allocated to Beckington. Previous building in Beckington, the capacity of the A36 roundabout and drainage have been specifically noted as factors to be considered. The planning team has noted that our Neighbourhood Plan is under development. The details can be found on the council website.

Action PF to send link on WhatsApp group.

- MU had circulated details of the Beckington, Rode and Norton St Philip Climate Emergency Group which might be of wider interest.
- MU cautioned against making any assumption that no development was the preferred outcome. We need to consider all views and keep an open mind.
- It was agreed that the lead for the launch event lies with the Comms Group, but further support may be required following their meeting on Mon 19 February.

Date of Next Meeting: Tuesday 27 February 2024 at 7pm.

Venue: Clifford House (tbc)