

MINUTES
BECKINGTON NEIGHBOURHOOD PLAN
STEERING GROUP MEETING
10 April 2024

Present:

Chair - Sue Shipley (SS)

Vice Chair - Sue Wonnacott (SW)

Consultant – Stuart Todd (ST) via video link

Project Planning - Sarah Ball (SB)

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

Internal Communications and Website - Alex Richards (AR)

Secretary - Ben Richards (BR)

Apologies: Jo Hole (JH), Andrew Tyler (AT), Mel Usher (MU)

1. Minutes of last meeting

No amendments were raised and the minutes of the last meeting on 12 March 2024 were approved.

2. Actions arising from last meeting

- It was agreed that the Comms Group would be responsible for regular updates in the Network magazine.

3. Project Plan Review

- SB gave an overview of the updated Project Plan (V 1.3) circulated before the meeting.
- We are now in Stage 2. Some timelines have been moved taking into account summer holidays but we are broadly on target now.
- The only outstanding actions from Stage 1 were item 1.9 *Identify Local Stakeholders* and the production of an Engagement and Consultation Plan.
 - SS said that the former needed to become a priority, working on the list already produced by AT.
 - ST had provided a sample Engagement Plan from Crewkerne which LP had rebranded and modified to suit our needs. Comment on content was requested from all to LP by Friday 19 April. **Action: All**
 - SB will lead on engagement with Beckington Schools (focussing on the views of pupils only)
 - MU has offered to lead on engagement with the Surgery.

4. Feedback from Norton St Philip (NSP) Survey

- SS provided feedback from Ian Hasell, Chair of the NSP NP steering group, and NSP PC, who she met to understand how they had handled their resident survey response and the production of their NP which has been delayed following their high court appeal. She noted that although some issues were similar, the NSP NP was initially very much focussed on housing. The Secretary to the SG had summarised their resident survey results 95% of which had been submitted online.
- Ian H had flagged to SS the deadline to respond to the recent allocation of sites by Somerset Council. PF informed the SG that, although Beckington was not included in Somerset Council's

allocation of 505 new homes, the original site list that included Beckington still exists. She confirmed that the Parish Council (PC) would be responding to the Council to correct inaccuracies in the original document. []

5. Residents' Survey

- Response collation and analysis
 - The response rate was currently at around 37%, with 155 hardcopy and 84 online surveys completed. Collection from Schools would be on 12 April after the Easter break.
 - It was decided that the hardcopy surveys would be loaded into the online survey site to make it easier to collate and analyse the results. LP, JT and AR volunteered to do this.
Action: LP, JT, AR. Afternote: JH is also assisting.
 - PF provided headline feedback from the consultation exercises at the launch event. It was agreed that the feedback could be shared with the AECOM Design Code team.
 - LP, PF, SW, MU, SS and BR will form a Survey Analysis sub-group. This will include feedback from the launch event already collated by PF. **Action: LP, PF, SW, MU, SS, BR**

6. Consultation and Engagement – Other Stakeholders

- Local Businesses. It was agreed that we should not start engaging with business stakeholders until the survey results had been analysed. This would be in June. A steering group would be established to determine best way to engage with the diverse mix of businesses in the Parish.
Action: AT, LP, BR, SS, JT
- Schools. SB was developing a consultation plan for the Schools (children only). She would be meeting with headteachers after 15 April.
- Surgery. MU would lead on this. Dr Bruggers is now leading the surgery development.
- Sports clubs. AR, MU and SS would lead.
- Rudge and Standerwick. It was noted that there was still no representation from Rudge or Standerwick in the SG. It was agreed, that dedicated events would be required in each hamlet to ensure that their views are represented.
- Recording and storage of data and evidence. ST advised that, although there is no legal requirement to archive data, the Parish Council may wish to maintain an archive.

7. Further Evidence Generation and Sources

- Housing Needs Assessment. We are awaiting the first draft from AECOM.
- Design Codes. PF had produced a minute following the site visit by AECOM on 11 March which she will circulate to the SG. PF to update this once the results of the survey were in.
Action: PF
- Landscape Character Assessment (LCA). Having visited the parish, AECOM had suggested that an LCA might be appropriate and that 'Green Space Designation' might form an important element of the NP. PF stated that an LCA would not fall under existing funding and could cost anything from £1K to £10K. It was agreed that SW, PF, CW and DB would form a subgroup to discuss options for undertaking an LCA and advise at the next meeting. **Action: SW, PF, CW, DB**
- Local Council. It was agreed Somerset Councillors Adam Boyden and Dawn Denton would be invited to attend the next meeting. **Action: SW**

- Planning Officers. It was agreed that Somerset Council Planning Officers should be invited to the second half of our next meeting. **Afternote: Jo Milling has confirmed attendance**
- Other areas. SS, SW and JT will meet Cllr Peter Travis from Rode to discuss their NP experience following recommendation to do so by Ian Hasell.

8. Allocation of Sites for Development

- The SG discussed a proposal submitted by AT re allocated sites being included in the NP. It was agreed that recommending specific sites for development could be seen as contentious and should be avoided. However, the NP should reflect the views of the parish, be backed up by appropriate evidence, as long as they were consistent with existing policy.

9. Finance Update

- Income and Expenditure Forecast v Budget.
AT had produced a new budget v forecast with supporting notes in advance of the meeting. CW informed the SG that any additional expenditure needed to be authorised in advance by the Parish Council at its monthly meetings (second Tuesday of each month). All members were reminded to submit any requests to AT who would forward them to the Parish Clerk.
- Grant Application 2024
SS advised that the window for grant applications from Locality would open again this month and that we were eligible to apply for up to £18k including the grant received in 2023. AT will keep an eye on the Locality website and alert the parish clerk once the window reopens.
- Further PC funding
A further £3k has been earmarked by the PC for the NP. AT had not yet received written confirmation of this so this figure has not been added to the forecast. CW stated he would forward an email concerning additional funding from the Parish Council. He noted that additional funding from Somerset Council is likely to be very limited and that future grants above the existing allocation may be restricted.

10. Project Plan Revisit

No further discussion from Item 3.

11. Any Other Business

- DB had researched the cost of printing and binding hard copies of the NP, should this be required. The estimate for 100 copies of a 80-page NP was around £1,600, including £260 for design work. The requirement for hard copies was discussed and it was noted that the best solution might be to keep everything electronic. No decision was made.

Date of Next Meeting: Wednesday 8 May at 7pm

Venue: Clifford House [note Memorial Hall is not available]