**MINUTES**

**BECKINGTON NEIGHBOURHOOD PLAN**

**STEERING GROUP MEETING**

**12 March 2024**

**Present**:

Chair - Sue Wonnacott (SW)

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

External Communications - Debs Byrne (DB), Jo Hole (JH), Jennie Tyler (JT), Andrew Tyler (AT)

Secretary - Ben Richards (BR)

1. **Apologies**: Sue Shipley (SS), Paula Fox (PF), Alex Richards (AR), Clive Winterbourne (CW)
2. **Minutes of last meeting**

No amendments were raised and the minutes of the last meeting on 27 February 2024 were approved.

1. **Actions arising from last meeting**

* It was agreed that the SG had sufficient understanding of the current situation concerning he Somerset Council’s call for sites and allocation of the additional 505 houses required following the Judicial Review.
* It was agreed that the Secretary would arrange for a monthly NPSG entry to be included in Network magazine.

***Action:*** *BR*

* The signed TOR had been received from the Parish Council and uploaded to the website.
* Other matters would be considered under relevant agenda items.

1. **Survey Sub-group**

* JT reported that the survey was with Postscript with a run of 650 copies. Around 100 would be ready for the launch, with the remainder ready by the weekend.
* BR reported that the online survey was ready. He would ensure that the prize draw information was ‘up front’. There would be no limit to the number of responses per url. There would be a cost of £30 if more than 100 responses are received.
* AT recommended that we publish reminders to residents to complete the survey, including a banner outside the Memorial Hall.

***Action****: Comms Group to scope production and cost*

* It was agreed that collation and analysis of the data received from survey responses would need to be a team effort. It was noted that we do not yet have an agreed methodology for collation, but we would aim to complete the process by the end of April/early May and provide feedback to the community via our website, Facebook and Network magazine.
* JH noted the requirement to capture any data that falls outside the remit of the NP. Advice may be required from ST on how to collate this.

1. **Launch Event**

* JT updated the group on plans for the launch event on 14 March, the use of display boards, speeches by SS and ST. Surveys would be available, and people would be encouraged to take them away.
* SW confirmed that existing insurance held by Beckington Parish Council would cover our event.
* SW raised the fact that one resident had raised a concern about receiving less than 7 days’ notice of the event. ST had confirmed that this was not a legal requirement. The meeting noted that we had published earlier notification on our website.

1. **Design Principles Support Group**

* AT briefed that PF and CW had hosted the AECOM working party on 11 March. PF had distributed a note recording the key points. It was expected that a draft Design Code would be sent to us in around 4 to 6 weeks. The AECOM team would welcome results/conclusions from the survey as and when they are available.

***Action***: *Survey Sub group.*

* DB cautioned against displaying building design examples at the launch that might be mis-interpreted as agreed designs for the Parish. It was agreed that the Comms Group would review any photographs provide by AECOM and that they would be labelled/described as examples only.

1. **Project Planning Group**

* The project timeline was reviewed. It was agreed that we were on track.
* AT advised that we need to be sure we have a clear idea of how the plan will be written after the survey results are analysed and ensure that the process remains consultative. MU confirmed that we will need to consult on any themes arising from the survey and then on the draft plan itself. It was agreed that this would need to be discussed further at a later meeting.

1. **Landscape Character Assessment (LCA) sub-group**

* It was agreed the the LCA sub-group would update the next meeting.

1. **Financial Update**

* AT reported a potential underspend of £3,500, not including any costs relating to the event still to be submitted.
* It was suggested that we could explore whether future printing costs could be invoiced at this stage. This would include 100 copies of the final plan.

***Action****: DB to liaise with Postscript*

1. **Website and Internal Communications**

* AR had submitted an update by email prior to the meeting.
* SW asked that the minutes record the excellent work done in the website to date and thanked AR accordingly.

1. **Any Other Business**

* SW thanked JT and AT for hosting the meeting and for providing excellent food and drink.

**Date of Next Meeting:** Wednesday 10 April 2024 at 7pm.

**Venue:** Clifford House