

Turvey Neighbourhood Plan

Steering Group meeting notes
6th June 2017

Present: Tony Smith, Brian Morgan, Andy Richmond, Katherine Partridge, Russell de Ville, Stuart Lucas, Hazel Morgan, Paul Jenkins

Attending: Jemma McLean, Bedfordshire Rural Communities Charity (BRCC)

Apologies: Jon Arrenberg

1. Introductions

1.1 Members introduced themselves and described their interest in Neighbourhood Planning and relevant experience

2. Neighbourhood Planning - what's it about and how do you do it !

2.1 Reference documents;

- Bedford Council Guidance
- Locality Roadmap Guide

2.2 Discussion led by Jemma to develop a shared understanding of Neighbourhood Planning, its scope and purpose

2.3 Reference documents used to illustrate possible content/structure and assist identification of early tasks

3. Getting Started

3.1 Progress to date

- Designating the Neighbourhood Area - the Borough has designated the whole parish of Turvey as a Neighbourhood Area following application by the Parish Council
- The purpose of the plan - needs to be developed through a process of community engagement but will include agreeing housing development priorities and managing allocations
- Establishing the Neighbourhood Planning Team - the Steering Group has been formed from volunteers consisting of Parish Council members and interested residents
- Paul has taken the lead in organising the formation of the Steering Group with support from the other Parish Council members. It was agreed that Paul would take on the role of Chair.

4. Publicity/Launch event

4.1 Discussed options for first stage publicity to create awareness of the formation of the Steering Group and work on the plan starting

4.2 Preference agreed for initial publicity to be delivered by a newsletter delivered to all households

4.3 The newsletter could include an initial opinion survey aimed at drawing out views about the issues that residents would like to see included in the plan

4.4 The Locality Roadmap guide gives an example of a set of simple open questions aimed at identifying key issues and themes

Action: agreed to publish a first newsletter aimed at raising awareness and to include an opinion survey aimed at identifying issues and themes

- *Newsletter to be 2 sides of A4; information on page 1 survey on page 2*
- *Paul to do an initial draft*
- *Andy to design a layout*
- *To be circulated for contributions from the rest of the group*
- *Katherine to check with Turvey News to see if it is possible for the newsletter to be added to the distribution run for Turvey News which will start on 20/06/17*
- *Paper returns to go to PC letterbox and local shops*
- *Jemma will assist with setting up a Survey Monkey online option*

5. Communications

5.1 Discussed communications and consultation. These are major issues for achieving a community-led approach to the development of the plan.

5.2 Could be addressed through the formation of a Communications Working Group that could develop a strategy on this or we could look at which methods work best on a case by case basis as demonstrated above in the production of the first newsletter.

Action: Issue to be kept under review as the plan progresses.

6. Developing the vision and aims

6.1 Both sets of guidance recommend developing a vision and a set of aims/objectives as an effective way of clarifying what the plan is aiming to achieve

6.2 The opinion survey to be circulated with the newsletter will act as the first stage in the development of the vision and aims. Taking this further through ongoing consultation and community involvement will be an early priority

7. Early Key Tasks

7.1 Meeting with Borough Council Assistant Director, Planning - an opportunity to meet Paul Rowland, Assistant Director and Sonia Gallaher, Senior Planning Officer has been arranged for 27/6/17 at 2.00pm. Parish Council members will attend and two resident members can also join the meeting.

Action: Interested members to let Paul know by 9/6/17.

7.2 Borough Council guidance recommends planning teams should agree terms of reference with the Parish Council and appoint Chair, Secretary and Treasurer. To discuss with Paul Rowland.

7.3 Develop a programme for developing the plan - to review at future meeting

7.4 Explore resource needs and sources of funding - to review at future meeting

7.5 Meet other Neighbourhood Planning Teams to learn from their experience

Action: Paul to develop contacts

8. Frequency of meetings

8.1 Agreed to meet monthly at this stage

8.2 Venue - to consider booking Boys Club Room in future

9. Date of next meeting - 19th July 2017, 7.30 pm at Stuart's house