



### Stevington Neighbourhood Working Party

#### Minutes of meeting held 23rd February 2015

**Present:** Graeme Read (GR); Andrew Lockwood (AL); Sue Thornton (ST); Linda Penney (LP). **Apologies:** Siobhan Atkin (SA); Pat Olney (PO); Roz Buchanan (RB)

**In attendance:** Trevor Roff (TR) representing Regeneration Positive and John Stanford, Pavenham Parish Council.

1. TR circulated documents and outlined the eight key stages of development of the Neighbourhood Plan. These are summarised in the Framework Project Plan, which can also be used to track completion of tasks.
2. It was agreed that thorough preparation for the Launch is essential. Additional funding will be available in mid-March. An application for funding to support the Launch will be submitted.
3. Existing survey information, such as housing needs, traffic, burial spaces, needs to be identified and collated and need for additional information identified. Bedfordshire Rural Community Council (BRCC) deals with the housing needs survey on behalf of Bedford Borough Council (BBC). John Boswell of BRCC and Jim Pollard of BBC are contacts.  
**Actions:** TR to provide survey template as starting point.  
AL to contact Great Linford Local Authority and look at web-based survey  
ST to investigate Chelveston surveys
4. The Neighbourhood website [www.stevington.com](http://www.stevington.com) is up and running. All key documents will be uploaded for the community to see. Document links need to be prioritised - need to decide whether these go on Parish Council or Neighbourhood Plan websites. Focus at present is in getting local community, especially those with particular expertise, to express an interest in helping with key tasks. Website will be key in collating feedback after Launch.  
**Action:** AL to develop brand for website  
ST to develop simple timeline for website
5. Neighbourhood Plan Working Party needs to define Terms of Reference, to be signed by all members. AL and ST are discussing along with record keeping.
6. Issues to be addressed at next meeting:
  - Development of the Project Plan
  - Engagement Strategy for the community, to be agreed by Stevington Parish Council
  - Contact details for all agencies which need to be consulted on land development
  - Formalise Steering Group structure
  - Develop links to evidence
  - Neighbourhood Plan needs to be put in strategic policy context, awareness of National and Local strategic policies. Designated green space will be in Local Plan but additional existing green spaces, special to Stevington, will need to be identified and evidence supporting these collected.  
**Action:** LP to investigate local volunteer groups who might be able to help
  - Development of FAQs for website.
7. Once over-arching Community Engagement Strategy agreed, this will become our Action Plan. A feedback template on website and at other key locations around Stevington will encourage responses. Responses will be used to identify key issues and will inform Neighbourhood Plan priorities. The Draft Objectives suggest six Topic Groups, which Launch will confirm. Each Topic Group will work on developing the evidence base to support the final Neighbourhood Plan.  
**Action:** LP to adapt Community Engagement Strategy for Stevington  
LP to draft vision statement for Stevington Neighbourhood Plan - will be firmed up after Launch.  
LP to 'personalise' strapline.

Date of next meeting: Tuesday, 3<sup>rd</sup> March at Stevington Baptist Hall

Linda Penney 25/02/2015