

Stevington Neighbourhood Working Party

Minutes of meeting held 30th March 2015

Present: Graeme Read (GR); Andrew Lockwood (AL); Sue Thornton (ST); Mary Morris (MM); Pat Olney (PO); Linda Penney (LP).

Apologies: Roz Buchanan (RB)

1. GR outlined the purpose of Neighbourhood Plans and the role of the Working Group for MR and welcomed her to the Group. Lucy Meakin (LM), Keith Lee (KL), Jane Thomas (JT) and Heather Eadie (HE) have all expressed an interest in assisting the Group. KL has already begun investigating Stevington roads and their capacity.

Action: PO to put KL in contact with the person who worked on Oakley roads.

2. Launch dates are **Thursday, 23rd April, 7.30-9.30pm** (Social Centre); **Saturday, 25th April, 3.00 - 5.00pm** (Baptist Church Hall); **Sunday, 26th April, 3.00-5.00pm** (Church Rooms). Working Group need to arrive 60-90 mins beforehand to set up on first night. Display boards are being borrowed from Bedford Library, Central Bedford Heritage and Bromham Show. PO has offered large polystyrene board from Oakley, which will display the large map and enable Launch attendees to post 'flags' with comments.

Action: LP to check paperwork for Social Centre with Steve Cole.

3. Trevor Roff has circulated a comprehensive Community Engagement Report for consultation. It was agreed to hold this until feedback and comments received during and after the Launch are recorded and analysed. The first consultation document will be published after this and, after further comments are received, the second version will be published for further comment. PO said Oakley didn't publish a Community Engagement Report but recorded all feedback and comments received during and after the Oakley Neighbourhood Plan Launch as evidence of consultation. It was agreed to follow the same strategy in Stevington, modelling this on Chelveston.

4. The display board drafts were reviewed briefly. Presentation of text will be in line with previously agreed 'house style'. Residents know Stevington well, so we shouldn't clutter posters with information they already know. The Stevington Census data will be displayed to provide attendees with a snapshot of the village at present. Post Its and comment boxes will solicit comments and opinions on each display board.

Action: AL to circulate Housing posters to give a template layout for the rest of the Group to use. GR, AL, ST, MM (who has agreed to take responsibility for Community) & LP to use this in preparing their Topic boards.

ST to review introductory and concluding board text to simplify and ensure information is clear to all.

All: sent draft posters to AL for formatting and collating.

5. Additional support needed at Launch:

- Refreshments and cakes/biscuits: **MM to buy tea/coffee/squash/milk/sugar.**
- Several volunteers already baking and WI have provisionally offered support.
LP to speak to Marilyn Billett, WI chairwoman after 9th April
- **ST will ask Jane O'Connor and Sue Churchill for help with children's windmill activities.**
- **MM has offered to supply pens.**
- **GR/AL getting Post Its.**
- **AL: name badges for Working Group.**
- **LP: clip boards for volunteers.**
- **LP: Lined postcards**

5. Attendees at the Launch will be invited to sign in, to provide name, house number and postcode, preferred method of contact and email address. Tick boxes will allow attendees to offer help with particular topics if they would like to assist the Working Group and confirm how people would like to receive updates on the Neighbourhood Plan progress.