**Neighbourhood Plan Steering Group** Meeting 26th January 2024.

Present: Julian, Claire, Mike, Kim, Chris

Apologies: Sue, Brian

Minutes:

1. Minutes of the previous meeting - approved
2. Matters arising from the previous meeting:

Action points.

1. Improvements to the website to make it fit for purpose - done

 Each month, try and improve the website (1 hour a month)

* Photo credits
* Any other comments to Claire over the next few days
	+ Claire then to email minutes of this meeting (#5) to upload

 Consultations in November - verbatim comments have been uploaded to the website

1. Short summaries from each area following the November Village Consultation Meetings.

 Claire has drafted the leaflet - 6 pages at the mo

 Kim to suggest edits - get down to 4 pages (1 sheet of A4) on Monday

 Claire to send to printers by 31st Jan

 All to leaflet drop (maybe next weekend?)

1. Website update and any further improvements required. - [Roxtonplan.org.uk](http://roxtonplan.org.uk/)

See above - covered under 2.

1. Next stage in our consultation with the Village:

Play back November responses via website and leaflet drop.

Further interaction with the community via public meetings and questionnaire - what will be the order?

**Step 1 - Speak to landowners**

**Step 2 - Consulting with other stakeholders** - landowners, businesses, Bedford Council, NGOs, etc.

 **Landowners**

Julian and Mike - Simon

 Claire - Janet (+ family)

Claire / Chris - speak to Justin about then speaking to Highways England (about CPO land)

 Julian - Garden Centre, Roxton Lock Cottage land/ lakes

 Other land owners - find out and contact *- Claire to ask Justin*

 **Businesses**

Claire to draft a questionnaire to send out to local businesses.

ALL to speak to local businesses as much as possible to engage (in addition to the Q).

* Kim - Ford Lane businesses, Park Lane
* Cafe
* Post Office
* Royal Oak
* Claire - High Street - Janet and Howard

 TJC, Counselling business on Saxon Close

* **Garden Centre**
* Black Cat Farm Shop
* Happy Brewer
* GAP windows
* Merit Garden Products ltd. Shed company
* Scaffolding - Chris

 **Other local businesses** (not necessarily economic)

 School - Hayley

Church - Julian and Mike to speak to the vicar

Chapel - Chris

**Other NGOs/ GO**s-

Bedford Borough Council - highways, planning, conservation officer

BRCC

Env Agency, Canals and Rivers Trust, CPRE

Historic England, Natural England

Local History Group

Claire/ Julian to draft a letter for these - Julian has seen one as an idea

Utillities and developers

* Anglian Water, National Grid, BT
* Mulberry Homes

**Larger companies/ stakeholders**

* Highways England
* EWRail

 Some discussion about involvement/ introduction from RPC for larger/ national stakeholders

**Surrounding parishes and parish councils**

- Tempsford, Great Barford, Wyboston

Draft letter - Claire and Julian to draft

**Step 3 - Drafting questionnaire** - by end of March

Divided up responsibility for these interactions and timing.

1. Green Infrastructure Survey

Julian needs to speak to Jemma (BRCC) and others about what this involves. Other NP Groups, Natural England, BRMC (consultancy), etc.?

A GI survey highlights areas for possible development, amenities in the area, etc.

*Professional consultation needed.* Further funding needed for this?

1. AOB
* What might be the role of local media? Radio, newspapers (but also social media)
* Looking forward to next grant - what will we need for next financial year
* Claire to send Robbie these minutes to upload!

Next meeting: **Friday 1st March 2024** @ 15 Ford Lane