

Bletsoe Neighbourhood Plan - Pre-Submission Consultation

Meeting of the NDP Steering Group held on Tuesday 24 July

Present: Trevor Roff, Jamie Hassall, Nick Crocker and Ann Gibbons

Apologies: Paul Caves

The Steering Group came together to plan and organise the Public Consultation Day

The date of Saturday 15 September was agreed.

Duties to be assigned:

- Booking the Village Hall for the exhibition;
- Making sure tables are available for the table top display boards;
- Ordering the table top display boards from CVS;
- Setting up the exhibition (and taking it down);
- Ordering and serving refreshments;
- Attending the exhibition and helping residents (my hourly rate is only £50);
- Printing the posters and putting them up in the village;
- Printing the flyers and distributing them to all households;
- Printing the response forms and the draft Neighbourhood Plan -
- Distributing the response forms to all households prior to the start of the consultation;
- Making the draft Neighbourhood Plan is available, including copies at the exhibition;
- Sorting Survey Monkey - I am told that the basic version is available at a very reasonable cost;
- Collating the results and producing the report.
- etc

All paperwork circulated to Parish Council and subject to any amendments to the response form and neighbourhood plan, the exhibition boards, response form and the updated poster (following feedback) should now be regarded as "final" so that printing etc can be arranged in a timely manner.

1. The response forms will need to be distributed to each household during week commencing 10 September 2018 and ideally all delivered by the start of the consultation period (15 September 2018); copies will also need to be available at the exhibition.
2. No idea about Survey Monkey; but it is thought to be relatively straight forward - and it will do all the analysis work!!
3. In relation to the specific comments on the policies in the draft Neighbourhood Plan, identified at page 6, 7 and 8 of the response form, these are matters that would require consideration by Woods Hardwick Limited and thus amendments to the draft Neighbourhood Plan - and, in reality, only the developments in relation to new allotment provision would probably benefit from an update. Rather than change the draft Neighbourhood Plan at this stage, these comments should be made as

feedback from the consultation and relevant amendments picked up prior to the submission of the final version to Bedford Borough Council. The draft Neighbourhood Plan has, in any event, been approved by the Parish Council and any further changes would require reconsideration by them (with the prospect of further delay);

4. In relation to NPA7, it is a non policy action and has been drafted on this basis as the buildings of local interest have not been identified. Ideally, these would require identification and itemising in the draft Neighbourhood Plan but this would require a further research exercise and time delay.

5. Appendix B is a Woods Hardwick document, send in PDF. As they are relatively minor, TR will liaise with Samantha Boyd and request that an updated PDF or word document is provided to him (at no cost); if obtained, TR will update the response form!

6. The dimensions at Page 12 are per parking space - Samantha Boyd to be asked to clarify.

There have been no further comments from others and, TR would not encourage them! The commission was to prepare draft exhibition boards, a draft village poster and a draft response form and these have been delivered. Any changes would, therefore, be chargeable so are not encouraged!!

TR will attend for a short time on the consultation day.

Bletsoe Neighbourhood Plan: Pre-Submission (Regulation 14) Consultation

There are **20 exhibition display panels** and the exhibition requires **7 large tables** to display the exhibition and thus **7 sets of table top boards**. Further tables would be useful for making copies of the Neighbourhood Plan and response questionnaires available and to enable the review and completion of these response forms by stakeholders. Chairs, if available in the complex, can usefully be placed around the room.

It was agreed to go ahead with the Draft Plan as has been circulated and to change a couple of pictures on the Response Form. No further comments had been received from Councillors.

The budget is tight with £700 after Consultant has been paid. Costs involve printing, surveys and general costs for the day (refreshments and stationery). Printing of the Draft Plan (DP) should not be necessary for the whole village but there will be an option to have a printed copy and some will be available on the Consultation Day. It is hoped that most people will access the DP on the website. Quotes to be found for printing from KallKwik and the Borough who offer good rates.

Flyers informing residents of the date of the consultation will be circulated round the village in mid-August with reminders the week before the event. The flyers will include details of the website and where to request copies of either or both the DP

and the Response Form. It is planned to have the responses done through Survey Monkey if this is possible and the cost is not too great.

It is law that the DP needs to be submitted to a number of consultation bodies and/or stakeholders. Trevor will write the appropriate letter which will be emailed to these bodies on 14 September for comment.

It was agreed that it would be useful to have a quiet area where residents could complete the Response Form on line.

If any councillors are available to help on the day, to set up, be on hand to answer any questions and to serve refreshments it would be much appreciated.