



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP MINUTES

Date of meeting	Monday, 26 th March 2018 : 7.30pm
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; Alec Hardie; Sue Hardie; Sue Lamb; John Ayres; John Westgarth.

1. Apologies	Paul Booton; Siobhan Vincent.
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2. Declarations of Interest	NONE
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3. Assignment of Responsibilities	Roles assigned to members of the Group
Chairman	Jackie Willis
Vice Chair	Dave Baker
Secretary	Angela Baker
Finance Officer	Sue Hardie
Project Co-ordinator	Alec Hardie
Working Groups:-	
Residential	Paul Booton
Environment & Green Space	Sue Lamb & John Ayres
Local Heritage	Dave Baker
Transport & Movement	Alec Hardie
Community Infrastructure	John Westgarth
Business & Employment	Jackie Willis
CBC Representative	Siobhan Vincent

4. Terms of Reference	Copies given to all members, discussed and agreed.
	Copy of The Nolan Principles of Public Life circulated.

5. Funding & Project Planning	
Funding can be applied for from Locality; up to £9k – must be allocated and spent by end March 2019.	Can express an interest & apply from April 2018. Jackie Willis; Sue Hardie.
Planning, monitoring project & expenditure etc.	Monthly report to Parish Council – Alec & Sue Hardie
Accounts & Expenditure	Sue Hardie
Project Plan: Neighbourhood Plan Schedule	Draft copy initiated & circulated by Alec Hardie. Extra information needed – Jackie Willis to supply.

6. Initial Tasks	
Monthly Report to PC	Jackie Willis
Updates to Website	Jackie Willis
Updates to Newsletter	Jackie Willis; Dave Baker; Angela Baker
Monthly Meeting dates	Jackie Willis to email members for their preference of available dates to establish a schedule for the year.
DROP-BOX Account	Jackie Willis to set up this for access by all members – all agreed.
Vision & Objectives	Each Working Group Chairman to produce a 'Vision & Objectives' Statement for each of their groups. Paul Booton; Sue Lamb & John Ayres; Dave Baker; Alec Hardie; John Westgarth; Jackie Willis.

7. A.O.B.	
Community Infrastructure	Discussed ways of getting community engaged in project; eg. Chicksands, JFC, Lower School, Monkey Puzzle etc. and how to show level of engagement achieved.
Character Assessment	Discussed the use of maps etc. to divide into sections for the documentation of local features, views, architecture etc. using photographs and descriptive text to produce 'Character Assessments' for the areas. (3 month guideline was suggested)
On-Line Survey Tools	Brief discussion and options considered.

Date and time of next meeting: Thursday, 19th April 2018 at 8pm
Campton Village Hall