



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES

Date of meeting	Thursday, 19 th April 2018 : 8.00pm
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; Alec Hardie; Sue Hardie; Sue Lamb; John Ayres; John Westgarth; Paul Booton; Jim Turner.

1. Apologies	Siobhan Vincent.
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2.	Minutes of last meeting were accepted.
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3. Declarations of Interest	NONE
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4. Funding and Project Planning	
Funding can now be applied for; open for 30 days. Tailored to our needs upto £9k	Application form fairly straight forward. Allow approximately 3 weeks for application to go through. Copies of Draft Budget completed so far were circulated. Outline Budget and form to be completed – Jackie Willis
	Forward spreadsheets to Sue Hardie – Jackie Willis
Project Planning update	This had been updated by Alec Hardie to include information passed on by Jackie Willis.
External Consultants	The use of external Consultants was discussed. Approach Tammy Medley (Clerk to Silsoe Parish Council) on Consultants they may have used. Look into Consultancy fees. Approach Bedfordshire Rural Community Charity (BRCC) as possible Consultants – Jackie Willis

5. Meeting with Greensand Trust	Meeting took place on Tuesday, 10 th April 2018 with Jackie Willis, Dave Baker and John Ayres in attendance.
Costs involved	Copies of an outline of costs involved to produce a Parish GI Plan were circulated and discussed. It was agreed that areas referenced to with * could be covered by the Steering Committee, therefore making some cost savings. (Overall Total would be £3,440). It was agreed to go ahead with initiating the GI Plan – Jackie Willis

6. Reports from Work Groups	The Chairman of each Work Group gave an update of their initial meetings with their groups.
Environment & Green Space	Made good progress. Circulated copies of Vision Statement & Objectives, together with topics for discussion.
Transport	Met members individually, mainly introductions covered.
Community Infrastructure	Appreciated lots of ground to cover, but trying to identify the priorities. Exploring facilities open to Parish residents, that may be available on JFC base – John Westgarth
Local Heritage	Working on definition and scope of Local Heritage sites.
Residential	Expressed importance of getting Chicksands and JFC base residents involved and ideally a representative recruited onto Work Group. Census information to be gathered and analysed. Leaflet drop in Chicksands promoting Neighbourhood Plan to try to engage with the residents there – Paul Booton Contact local Planning Officer for this area – Paul Booton
Business & Employment	Identifying local businesses, discussing putting together a questionnaire to ascertain what the business does, number of employees etc.

7. Initial & On-going Tasks	
Monthly Report to PC	Jackie Willis
Updates to Website & Facebook	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	COMPLETED - This has been set up and open to everyone.
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.

8. A.O.B.	
Engaging Chicksands & JFC base	Leaflet drop by Paul Booton (as mentioned under Residential Work Group). Using personal contacts on the base to help promote the Neighbourhood Plan on the JFC base and try to establish a good contact to liaise with – Jim Turner Facebook post on Campton & Chicksands page to try to recruit additional volunteers – Jackie Willis Malcolm Coan, a Chicksands resident and previously a Councillor on the Parish Council; pass contact details onto Paul Booton – Dave Baker

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) Village walkabouts by groups made up of representatives from all the Work Groups, possibly to be carried out in June. Gain access to Ordnance Survey Maps – Dave Baker
Next Meeting	Siobhan Vincent will be attending next meeting – think about questions you may want to ask her - Everyone

Date and time of next meeting: Thursday, 10th May 2018 at 8pm

Campton Village Hall