



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES

Date of meeting	Wednesday, 30 th May 2018 : 7.30pm
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; Alec Hardie; Sue Lamb; John Ayres; John Westgarth; Paul Booton; Sue Hardie.

1. Apologies	NONE
---------------------	------

2. Declarations of Interest	NONE
------------------------------------	------

3.	Minutes of last meeting (10/05/18) were accepted.
-----------	---

4. Matters arising from the Minutes	
Budget and Grant Application	Jackie emailed 'Locality' regarding their query on our proposed spending on publicity and surveys - Grant has now been approved.
External Consultants	Jackie contacted Helen Flack (Chair of Silsoe Parish Council); she has agreed to attend our next meeting (27 th June) to offer advice and guidance, as their NP is now finished. She is also apparently willing to meet beforehand, if this is needed.
Housing Needs Survey	Paul confirmed that he now has most of the necessary information at hand to complete this.

5. Funding and Project Planning	
Funding	Funding has now been approved by 'Locality'. Various governance checks to be done on the Parish Council and an on-line form has been completed regarding Bank Details, Standing Orders etc., this needs to be signed off by the Chairman or Vice Chairman of the Parish Council, to say they are happy with the information given and to include contact details. Dave will do this as Vice Chairman of the Parish Council On receipt of the above, payment of funding should be received within ten working days. An Outline Budget is to be put together – Jackie Willis & Sue Hardie

Project Planning	Alec has updated this with the dates of the Work Group meetings, otherwise no other changes. This can be viewed as a pdf file in DROP-BOX.
------------------	--

6. Community Engagement	
Leaflets, Banners, Posters etc.	These need to be designed and produced as soon as possible. Consultation needs to take place, before a Village Design Statement can be put together. Leaflets – Work on a draft design and content; circulate to Committee for their comments – Jackie Willis Banners – Work on a design for an advertising banner; this needs to include photographs relevant to both Campton and Chicksands – Dave Baker Discussion on where to hang banners; ie. Church Wall, School Gate, Chicksands Private. Check with Deborah about hanging on Church Wall – John Westgarth Posters – Work on a draft design and content – Jackie Willis Potential photographs needed from Work Groups to include in above.
Social Media	New Campton & Chicksands Neighbourhood Plan facebook page to be set up – Jackie Willis
Residents Survey	All Work Groups to think about what questions could be included within the next Survey to go out to the residents in the Parish, looking for about ten questions from each group. The Survey will cover demographic data and will include a small business section. These questions should be based around the Group's key objectives; some of the questions can be multiple choice in style. These questions should be forwarded to Jackie, preferably before the next meeting in June - Everyone
Engaging parents of School children	It was discussed whether having a stall at Campton Lower School's Leavers Event in July, would be a good idea. Find out the actual date of this event and what opportunity, if any, there may be to engage with parents – John Westgarth
Workshops	Each Work Group to set up their own table, showing their key objectives and vision, with the use of maps etc., to encourage residents to express their own views. Residents Survey (as above) to be ready for use at first Workshop. Greensands Trust to attend first Workshop. Possible dates and availability were discussed; options being 30th June, 7th July & 14th July. Check availability of Village Hall and the Greensands Trust – Jackie Willis <i>Since the meeting it has been decided to hold the Workshops on Saturday, 7th July 2018 : 10am – 3pm and on Wednesday, 18th July 2018 : 6pm – 9pm at the Village Hall.</i> Possibility of borrowing Display Boards from the Church or the School, for use at the Workshops – John Westgarth

7. Reports from Work Groups	The Chairman of each Work Group gave an update since last meeting.
Environment & Green Space	Sue met with the Head Teacher of Campton Lower School (Mrs. Laura Dolling). Sue went through the concept of the Neighbourhood Plan and the ideas of how to engage the School children and their parents; Mrs. Dolling was very supportive. An Environment Questionnaire/Survey, together with a Photography Competition was given out to the children for them to do during half-term week (children are asked to photograph their favourite building, view, tree etc). Entries will be displayed and judged at one of the Drop-in Workshops in July. Prizes will be awarded for 1st, 2nd & 3rd with a small gift to every Entrant too (bookmark?). Completed Questionnaire/Surveys and Competition Entries to be collected from the School after half-term – Sue Lamb In a couple of weeks' time, Jane, who joined this Work Group last month, will take Sue on a tour of Chicksands Private and Sue will in turn, show Jane around Campton. Jane has requested that the two areas of Chicksands, be known from now on as Chicksands Private & Chicksands Base.
Transport	Group meeting again soon. Dave did forward Rectory Road footpath documentation to Alec.
Community Infrastructure	John W has emailed the Hirers of the Village Hall, to ascertain their views regarding the NP. Three responses received to date: Trugs & Trowels (Maryika Wilding); C.I.G. (possibly Dance Group); Bowls Club (Lesley Turner). Meeting again soon, primarily to discuss Vision Statement etc. Defining purpose as Community Cohesion – how do people want things to move forward. Looking at play equipment in Chicksands Private – Land ownership (liaise with Preim & Annington Housing). During meeting between Sue Lamb & Laura Dolling – The proposal of security fencing to the front of the School was raised. Talk to School Governors about their views on this – John Westgarth
Local Heritage	Made significant progress on Vision Statement. Agreed a number of tasks to lead towards outlining objectives. Older Local Council maps (1985) of the Parish were looked at and important trees, views, walls etc. were identified. It is intended to walk the area to ascertain how much is still there and what has been lost over the past thirty or so years. Unprotected Grade III and historical features in Campton have also been identified.
Residential	Have two draft versions of Vision Statement. Meeting again soon to discuss. Informal chat with a Planning Officer – beware of knock-on effects that could result from potential Policy ideas. Now dividing Parish into four groups instead of three: Campton, Chicksands Private, Chicksands Base & Farms. Find out building dates of certain areas of housing in Campton, ie. Brookside, Elm Close, The Glebe etc. – Dave Baker

Business & Employment	Have a Vision Statement and two objectives. A Questionnaire is currently being prepared to go out to larger businesses and employers, including the surrounding Farmers.
-----------------------	---

8. 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	A list of Meeting Dates has now been distributed to all, up to and including March 2019.
DROP-BOX Account	Set up and open to everyone; is being used by the Working Groups to share information and photographs.
Vision & Objectives	Each Work Group is progressing with this.

9. A.O.B.	
Chicksands Private	The Ownership of Communal Areas (Gifted to Chicksands residents) : there seems to be contradicting reports of whether this has happened or not. Contact Preim to ascertain clarification on this. Also to ask about hanging a publicity banner on Chicksands Private – Jackie Willis Any paperwork on how these Communal Areas can be used – John Westgarth Reinvestigate Chicksands, regarding Planning applications etc. – Paul Booton
Character Assessment	Mapping Agreement has been updated with Ordnance Survey, listing Dave Baker as the primary contact. A sub-contract has been produced between the Parish Council and BRMC. This has been signed and returned by the PC, still awaiting BRMC to sign. Any mapping work can be done through Tom Price at CBC. Character Assessment has been postponed until the Summer (end of July/August).

Date and time of next meeting: Wednesday, 27th June 2018
Campton Village Hall at 7.30pm