



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES

Date of meeting	Wednesday, 27 th June 2018 : 7.30pm
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; Alec Hardie; Sue Lamb; John Ayres; Paul Booton; Sue Hardie; Liz Bishop (standing in for John Westgarth).

1. Apologies	John Westgarth; Helen Flack (Chair of Silsoe PC) unable to attend.
---------------------	--

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

3.	Minutes of last meeting (30/05/18) were accepted.
-----------	---

4. Matters arising from the Minutes	
Budget and Grant Application	Grant application of £7778 approved, money received and now able to spend. Sue H. has now put together a draft budget : External Consultants £3440; Venue Hire £500; Printing Costs £1710; Publicity £1256; Survey Costs £372; Misc Costs £500. Any proposed expenditure to be forwarded to Sue H. for approval beforehand. VAT receipts required for all purchases and passed on to Sue H. for reimbursement. NB. Grant allowance cannot be used for any Capital Expenditure. Contribution from Parish Council of £60 to cover cost of School Competition prizes. At each monthly meeting a breakdown of the previous month spending will be given – Sue Hardie
Leaflets, Banners etc.	Leaflets printed and have been delivered to all houses in Campton and Chicksands Private. Regarding Chicksands Base; need to ascertain how to get leaflets in prominent locations around the base. Four banners have now been produced: Church have given consent to hang a banner outside on wall. Also have consent to display one at Chicksands Private. Still waiting to hear from Campton Lower School, regarding displaying on railings outside. Still need to liaise with Chicksands Base on the possibility of locating one there too.

Photography Competition at School	Six entries have been received so far, deadline for entries is Friday, 29th June 2018. Consent from parents of entrants needed to publicise winners' names at Drop-in Session or are these to be kept anonymous? Every school child to receive a laminated bookmark bearing the banner image, together with NP information on reverse (approx. 110 in total). Winners of competition to receive an aluminium bookmark bearing an image of their winning entry. ClickOnNature to provide a Quotation for the supply of the above mentioned bookmarks Sue L. also has a quantity of balsa wood aeroplane kits, which were kindly donated – These will be used as free gifts to any attending children at the Drop-In Workshop Sessions via the Environment & Green Space Stand.
Social Media	Jackie has now set up the Campton & Chicksands Neighbourhood Plan facebook page and is regularly updating with posts and photographs.
Residents Survey	All Work Groups to think about what questions could be included within the Survey to go out to the residents in the Parish. These questions should be based around the Group's key objectives; some of the questions can be multiple choice in style. Questions need to be easy to analyse and work well with Survey Monkey. Paper copies will also be distributed as well as being accessible on-line. A three week period was decided as an appropriate length of time for completion of the survey by residents. Areas would be allocated to various volunteers in order to chase up completed surveys. The Survey would be open to all residents and workers within the Parish. Target date for Survey to be launched is 30th July with 20th August being the deadline for replies. Your group questions should be forwarded to Jackie early next week (w/c 2nd July) - Everyone
Engaging parents of School children	Leavers event at School – No progress on this.
Workshop / Public Drop-in Sessions	These are on Saturday, 7th July (10am – 3pm) and Wednesday, 18th July (6pm – 9pm) at Campton Village Hall. Each Working Group will have its own stand and will be responsible for setting this up and manning on the day. Display boards are being sought from various places. Four have been offered by the Church, although these need bases made, to be flooring standing. Dave has two table top display boards, which could be used for the Photography Competition entries. Other possible sources for borrowing flooring standing display boards maybe, the School, Shefford Town Council, Shefford Library or CBC. Contact the above about the possibility of borrowing display boards – Dave Baker (Library) & Paul Booton (CBC – Tom Price) <i>Update since meeting – CBC have display boards we can borrow.</i> Attendance Table for the Drop-in Sessions will be put on Drop-Box for everyone to indicate when they can attend – Jackie Willis

	Refreshments on the day will be organised by Angela Baker; some volunteers from the Good Neighbour Group have offered to help out. Provide Tea, Coffee, Squash etc. – Angela Baker Provide Biscuits – Jackie Willis Photographs required for the Workshops can be printed by Jackie or Dave. Collect all files of images together and forward to Jackie. Any sundries required collectively for the Workshops or Working Groups can be added to the Shopping List on Drop-Box; thus trying to avoid repetitive buying of goods. Meet at Village Hall on Friday evening (6th July) at 7pm to set-up.
--	---

5. Project Planning	
Project Planning	Alec has updated any date changes and with Group meetings. Generally running slightly behind schedule. The Project Plan can be viewed as a pdf file in Drop-Box.

6. Reports from Work Groups	The Chairman of each Work Group gave an update since last meeting.
Environment & Green Space	Sue collected six Photography Competition Entries from Campton Lower School. Did walkabout around Campton and Chicksands Private. Representatives from the Greensand Trust will be joining their stand at the Workshop on 7th July. Obtained several maps from Tom Price at CBC – he was extremely helpful.
Transport	Spent last meeting sorting out Survey questions.
Community Infrastructure	Had no feedback regarding security fencing to the front of the School. Spent last meeting going through Survey questions and Vision Statement.
Local Heritage	Finalised Vision Statement. Have clear objectives and one or two policy ideas. Campton walkabout on 29th June to assess Heritage assets in the village. Meeting with Squadron Leader Bruce Armstrong on 12th July on Chicksands Base. Opportunity to ask several questions. If any of the other Working Groups have questions they would like to ask, let Dave have these beforehand. Group recognises that Chicksands Private is of a unique design, because of its history as part of the base.
Residential	Paul brought in draft layouts for the forthcoming Workshops for Committee feedback and to show what they have achieved so far. Have been looking at other Neighbourhood Plans to make comparisons.
Business & Employment	A Questionnaire has now been put together to circulate to employers, School and key businesses; covering such areas as: location, expansion, full or part-time employment, contract workers etc. Will send out the Employers Questionnaire and hopefully get some involved in the Working Group.

	Proposing a Networking Event in September 2018 inviting local businesses, together with registered Self-employed workers.
--	---

7. 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.

8. A.O.B.	
Chicksands Private	The Ownership of Communal Areas at Chicksands Private is still not certain, with conflicting information from different sources. Look at again; ask Tom Price at CBC if he may be able to clarify – Paul Booton
Character Assessment	Any mapping work can be done through Tom Price at CBC. Character Assessment has been postponed until the Summer (end of July/August).
Terms of Reference	The Terms of Reference (Section 8) has been updated due to the General Data Protection Act which came into force on 25 th May 2018.

Date and time of next meeting: Monday, 30th July 2018
Campton Village Hall at 7.30pm