



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES

Date of meeting	Monday, 30 th July 2018 : 7.30pm
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; Sue Lamb; John Ayres; Paul Booton; John Westgarth; Caroline Greet (standing in for Alec Hardie).

1. Apologies	Alec & Sue Hardie
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2. Declarations of Interest	NONE
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3.	Minutes of last meeting (27/06/18) were accepted.
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4. Matters arising from the Minutes	
Budget	Due to personal reasons Sue H. could not attend meeting, but prepared a breakdown of last month's spending, however latest expenditure not included. At each monthly meeting a breakdown of the previous month spending will be given – Sue Hardie
Banners	Four large banners have been produced and sited outside All Saints Church and Campton Lower School. Another positioned on the fence as vehicles enter Chicksands Private and the last one has been given to Squadron Leader Bruce Armstrong for displaying on Chicksands Base. Jackie suggested that a smaller fluorescent banner should be designed with the wording "Consultation Survey Now Open" (<i>or similar</i>); this would be attached to the larger banners. This was agreed by all. A smaller banner to be designed as above and ordered asap – Dave

Photography Competition at School	Photography Competition was judged at the Drop-In Session on Saturday, 7 th July 2018. The winners received a voucher and all entrants received an aluminium bookmark depicting their photographic entry. All children at Campton Lower School, including those starting in September and Monkey Puzzle, have received a laminated bookmark depicting the NP banner design.
Social Media	Campton & Chicksands Neighbourhood Plan facebook page is regularly updating with posts and photographs.

Residents Survey	A draft copy of the Survey was circulated by Jackie prior to tonight's meeting. All questions have been supplied by all the Working Groups, taking in to account feedback received from the two Drop-In Sessions earlier in the month. A few slight alterations were discussed, primarily a small change to clarify the wording used in some of the questions. The Survey will be open to all residents and workers within the Parish. It is hoped to have this finalised and forwarded to the printers in the next day or so and ready for delivery at the end of this week, with 27th August being the deadline for replies. Paper copies will be delivered to all residents and businesses of the Parish. The Survey will also be available to complete on-line. It was envisaged to have 700 copies printed, this will include some spares. Amend some questions, finalise copy of Survey, forward to printers – Jackie
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5. Budget Report	No payments have yet gone out to external Consultants. Village Hall hire charges have been paid up to date - £260 No payments made yet for Photocopying. Publicity costs; eg. Leaflets, Banners, Bookmarks etc. - £472 No payments to Survey Monkey yet. Stationery items purchased, amounts to approx £50 (still to go through). 1000 envelopes ordered (Re: Survey delivery) - £70
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6. Project Plan Update	No changes
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7. Community Engagement	
Workshop / Public Drop-in Sessions	These took place on Saturday, 7th July (10am – 3pm) and Wednesday, 18th July (6pm – 9pm) at Campton Village Hall. Each Working Group had its own stand and was manned on the day. Display boards were borrowed from CBC and the Church. Everyone was generally pleased with how these sessions went, with viable feedback received. It was thought that maybe the Saturday session was a little bit too long and perhaps a Sunday would be a better option in the future. It was agreed that the Saturday session was a bit quiet with approximately 18 people attending; this was probably due to many other things happening that day and the extremely hot weather. The Wednesday evening session was better attended, with approximately 29 people through the door. Overall it was considered that approximately 70 people gave some feedback via the comment sheets available (<i>this figure includes all the helpers on the day who also walked around commenting on the other displays in between manning their own stall</i>). Photographs were taken at the event, as evidence of this taking place. After analysis, all original feedback comments made during these sessions should be given to Jackie for safe keeping in a locked filing cabinet.
Visit to Chicksands Base	On 12th July 2018 Dave, Anna Maudlin & John W. met with Squadron Leader Bruce Armstrong at Chicksands Base. This meeting lasted approximately two hours and included a tour of the Priory and grounds. Photographs were taken and have subsequently been approved by S.L. Armstrong for inclusion within the final plan, although he has asked to see the final draft of this when completed.

	S. L. Armstrong was able to answer many questions and is considered a good contact while he is there for the next 18 months. He could not answer some of the questions regarding availability of facilities within the base, but did say that he would try to follow these up – thought there would be a negative response though. A publicity banner was left with him, together with a bunch of leaflets. No confirmation received as to whether the banner has been placed anywhere on the base, but it was evident that information of the NP was being displayed on their electronic display board. Dave passed on footpath information received on the day to Sue L. S. L. Armstrong would try to answer any future questions via email if he could.
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8. Survey – distribution and collection	It is hoped to have the Survey printed and ready for delivery by the end of the week. It is envisaged that most of the volunteers who helped distribute the information leaflet before, would be able to help with delivery and collection of the Survey. Rectory Road – John W. to ask Deborah Maggs Priory Road & Top Farm – Dave to ask Anna Maudlin A list of the roads to be covered by each person(s) will be put on Drop-Box shortly – Jackie It was proposed that a larger version of the Parish outline map should be made available if needed or requested by any residents. A deadline date for replies was agreed as 27th August 2018. Encouragement will be given to complete the Survey on-line if possible and it may be necessary to post reminders as the deadline approaches. Regarding Chicksands Base – Dave to contact Squadron Leader Armstrong about advertising the Survey on-line and the possibility of leaving paper copies of this at the Guardhouse for collection. <i>Update since meeting : Surveys will be ready for collection on Friday (3rd August). Envelopes to put the Surveys in have arrived. Jackie has an Excel Spreadsheet with all of the addresses in Campton.</i>
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9. Reports from Work Groups	The Chairman of each Work Group gave an update since last meeting.
Environment & Green Space	Looked at feedback received from Drop-In sessions, a little bit of crossover with Transport Group (passed this on to Alec). Sue & John A. attended a talk about Management of Woodlands. Sue talked to Claire Poulton, Programme Manager at the Greensands Country Landscape Partnership – they have a £3.1m Community Heritage Grant to spend. Would like to attend next Parish Council meeting to give a 20 minute talk on their future plans for local Heritage sites, including maintaining Chicksands as a National Heritage Site. Consideration was also given to replacing Campton village signs with new ones (<i>Could a sign also be created for Chicksands Private?</i>). Seemed some urgency in making an application if wanted to go ahead with this. Open dialogue with Claire Poulton via email, regarding attending a future Parish Council Meeting and the possibility of looking into replacing the Campton Village Signs – Dave

	Sue also talked to the Countryside Officer at CBC regarding local community groups using a small part of Campton Plantation for outside lessons and activities – no objection to this being possible.
Transport	Spent last meeting sorting out Survey questions.
Community Infrastructure	Spent last meeting looking through feedback from Drop-In sessions and discussed Survey questions.
Local Heritage	Finalised Vision and Objectives towards questions for Survey. Have done first neighbourhood walkabout, taking note of all Listed properties, talking to owners and getting their permission to take photographs. Another walkabout to finish this process is scheduled for August.
Residential	Looked at feedback received from Drop-In sessions and made slight alterations to Survey questions. Discussed their aims and objectives. Carrying out a survey of all houses, regarding design, roof materials etc. Hoping to have this complete by the end of September.
Business & Employment	Discussed Survey questions.

10. 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.

11. A.O.B.	
Chicksands Private	Paul said it seems that the Communal Areas at Chicksands Private were owned by the Community and planning applications have been turned down twice in the past. As part of Jackie's Report to the Parish Council in September, she will request that the Parish Council should enquire about ownership of the common land on Chicksands Private - Jackie
Character Assessment	Any mapping work can be done through Tom Price at CBC. Character Assessment has been postponed for the time being.
Permanent Village Information Signs	Looked at the possibility of having permanent information signs around the village, depicting for example where the Listed Properties are, or showing where certain wildlife are likely to be seen, making them a source of information for those not so familiar with the area.

Date and time of next meeting: Wednesday, 22nd August 2018

