



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES

Date of meeting	Wednesday, 12 th September 2018 : 7.30pm
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; Sue Lamb; John Ayres; Paul Booton; John Westgarth; Alec & Sue Hardie; Tom Price (NP Officer for CBC).

1. Apologies	NONE
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2. Declarations of Interest	NONE
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3.	Minutes of last meeting (30/07/18) were accepted, other than an amendment to 4. Budget – A revised copy has been sent out to all Steering Group members showing this amendment.
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4. Matters arising from the Minutes	
Banners	Smaller fluorescent banners were attached to the larger banners with the wording “Consultation Survey Now Open” for the duration of the consultation period.
Social Media	Campton & Chicksands Neighbourhood Plan facebook page is regularly updating with posts and photographs.
Residents Survey	Paper copies were delivered to all residents and businesses in the Parish. The Survey was also available to complete on-line (Survey Monkey). Paper copies were collected by the Street Co-ordinators and the results of these were manually entered onto Survey Monkey.

5. Budget Report	A breakdown of totals spent to date was distributed to all members, with an extra £38.97 to be deducted from the Publicity total. No invoice has been received yet from the Greensands Trust (Consultants). At each monthly meeting a breakdown of the previous month spending will be given – Sue Hardie
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6. Project Plan Update	Updated and pdf version on DROP-BOX – progress reasonably on track.
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	Alec asked if Paul could organise for their Working Group Minutes to be uploaded to DROP-BOX.
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7. Neighbourhood Plan- Preparing draft plan and policies –Tom Price	Tom Price, Neighbourhood Plan Officer at CBC attended tonight’s meeting in order to give guidance on the preparation of the Draft Neighbourhood Plan and the writing of the Policies etc., to be included within it. A run down was given on how the Questionnaire Survey was put together, distributed and collected; the Working Groups involved and how they will now go about analysing the results obtained from the completed Survey. Tom handed out excerpts from other Neighbourhood Plans prepared locally, to be used as an example to help with structuring the Draft Plan and to show what is expected. He advised to start writing, bearing in mind to be clear and concise and not too wordy, simple to understand; specific to what is wanted, in a positive way, not in a negative way. All Policies must conform to NPPF (National Planning Policy Framework), CBC old Local Plan and the new Local Plan, with compliance references included. This will inevitably include generic statements, but also statements specific to the Parish. Any questions or queries directed towards Central Beds Council can go through Tom, email: Tom.Price@centralbedfordshire.gov.uk Also BRCC (Bedfordshire Rural Communities Charity) are there to support NP Groups – contact Jemma McLean 01234 834932, email: jemmam@bedsrss.org.uk
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8. Survey – Preliminary Analysis	An impressive response to the Survey has been received, with 221 completed Surveys recorded. A big ‘Thank You’ was expressed to everyone involved in the process. Each member of the Steering Group has received a copy of the preliminary analysis of the Questionnaire, showing all responses to the questions asked. It was suggested that a pdf file of this could be made available to all Working Group members. Each Working Group is to analyse Survey results and to think about what they need regarding supplementary reports and relay this to Jackie. Jackie will produce reports for each Working Group based on their individual requirements. A list of volunteers indicating their willingness to join a Working Group or to help with litter collection / footpath maintenance will also be given to each relevant Working Group. With regard to the above and volunteers safety, the Parish Council will seek advice regarding third party liability etc. For residents who wish to be kept informed on the progress of the NP, it was discussed how the best way would be go about this: Enlist the help of the Street Co-ordinators again or a member of the Steering Group to inform ‘face to face’; rely on the monthly updates in the Parish Newsletter; Power Point presentation at the Village Hall and/or on the Parish Council website?
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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 from previous Workshops and responses from school children. Malcolm Willis talked to them about the CBC Parish Paths Partnership (P3) to train in the use of equipment, in order to help keep the local footpaths clear etc. People would need to work in pairs for safety reasons and all necessary equipment would be provided by the Council. A Tree Survey still needs to be done on The Glebe; Tim Bishop has volunteered to do this using the Woodland Trust criteria as guidance.
Transport	Meeting tomorrow (13 th September) – No update.
Community Infrastructure	No update.
Local Heritage	Spent time looking at feedback received. New member joined group – Sally Strong; has already helped with walkabouts around Parish.
Residential	Working on Housing Analysis for every house in Parish, highlighting the differences between Campton and Chicksands, in respect of types of houses, parking facilities, listed properties and houses of interest. Completed list will be sent out to all members of the Steering Group - Paul
Business & Employment	Someone else is interested in joining the group. From Survey responses, very few Self-employed businesses are operating in Campton and Chicksands, most are outside of the Parish. Therefore will engage with the larger businesses operating within the Parish, in an attempt to get them involved. Alec has several questions he would like to put to Hanlon's in particular – will email these across to Jackie in the hope that she may be able to relay these onto them.

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.	
Character Assessment	Any mapping work can be done through Tom Price at CBC (email see No.7) Character Assessment has been completed for housing by the Homes Working Group.

TPO's on Trees	Dave has heard from the Tree Office at CBC with a list of TPO's in place:- Campton Plantation (inc. lower alders), the Manor, Elm Close (willow tree), Truman Place (4No. trees). Has no details on significant trees in the Parish and that the best protection might be afforded by being recorded within a Conservation Area.
Village Gateway Signs	The Parish Council have agreed to apply for Greensands Country Landscape Partnership signs for Campton and Chicksands. They are going for the 'no cost option' and the understanding that the PC will maintain these for ten years – the application is going in next week. Preim have agreed to a sign being installed at Chicksands Private.
Attendees at Next Meeting	It is intended to ask Helen Flack (Chairman of Silsoe Steering Group) to attend our next meeting, in order for her to offer an insight into how they put together their NP. Also to invite a representative from PREIM, to help liaise with them and get their support regarding Chicksands Private. Jackie to contact them both as to their availability.

Date and time of next meeting: Wednesday, 26th September 2018 - CANCELLED

Otherwise: Wednesday, 24th October 2018
Campton Village Hall at 7.30pm