



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES

Date of meeting	Wednesday, 31 st October 2018 : 7.30pm (re-arranged from 24 th October)
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; Sue Lamb; John Ayres; Paul Booton; Alec & Sue Hardie; Helen Flack (Chair of Silsoe PC and NP Steering Group).

1. Apologies	John Westgarth
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2. Declarations of Interest	NONE
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3.	Minutes of last meeting (12/09/18) were accepted.
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4. Matters arising from the Minutes	
DROP-BOX	Members of the Committee have been experiencing some difficulties in accessing documents placed on Drop-Box and the file sharing application being found slow to initiate. It was suggested that maybe removing a lot of the pictures that have been uploaded on to the site, may help. These pictures will be saved elsewhere for future reference.
Survey Analysis	A pdf file of the Survey Analysis has been placed on to Drop-Box, but Paul was having problems accessing this file, Jackie will save onto a usb memory stick for him to use.
Volunteer List	Via the Survey, several people expressed an interest in joining the Working Groups or helping with maintenance tasks around the village. A list of these volunteers has been circulated to the various Working Groups. Some initial contact attempts have bounced back, eg. email addresses not being recognised. If this has happened, please let Jackie know and she can look on their completed Survey Form for another possible contact source. Volunteers regarding helping out with maintenance tasks around the village, eg. cutting back vegetation, litter clearing; Jackie will put on the Parish Council's Agenda regarding who to contact about Third Party Liability etc.

5. Budget Report	A breakdown of totals spent to date was distributed to all members. No invoice has been received yet from the Greensands Trust (Consultants), but when it does this needs to be paid punctually. At each monthly meeting a breakdown of the previous month spending will be given – Sue Hardie
6. Project Plan Update	Nothing much had changed since last meeting. Alec had received a list of Working Group meetings from Paul, which had now been added to the Schedule.
7. Neighbourhood Plan- Progress in preparing the Draft Report	Helen Flack (Chair of Silsoe NP Steering Group) attended tonight's meeting to help give an insight into putting together the Draft NP Report, based on her experiences. She handed out several copies of Silsoe's NP documentation for Committee members to look at. Jackie gave a brief background description of Campton, Chicksands Private and Chicksands Base and the challenges the Committee face. Helen answered lots of questions posed to her from the Committee and it was felt that this will prove very helpful. She has offered to help, if she can, with any further questions in the future. Points that were raised included:- The importance of Green Spaces being identified and Coalescence Policies; Being mindful of conforming with the Local Plan and NPPF; When preparing the first draft (Regulation 14) bear in mind all interested parties will be consulted and all points raised will have to be responded to, therefore don't be afraid to ask for a lot, as compromises will probably have to be made; Apply for as many ACV's (Asset of Community Value) and TPO's (Tree Preservation Order) etc., as possible; Carry out extra Surveys, ie. Employees at CBC, Noxious Gas Survey, Traffic Survey etc. Also mentioned that through Locality for approx. £900-1400 cost, they will look through and check the Draft Plan; hopefully cutting down on wasted time going back and forth to CBC. Helen will send through a link to the completed Silsoe Neighbourhood Plan for the Committee to look at. It was agreed that a meeting with Jon Balaam of the Greensands Trust was very important at this stage, to ascertain what their line of thinking was at this time and the location of green spaces identified by them. Jackie will contact him to find out possible availability for a meeting. Jackie will make a start on a loose first draft of the NP layout, setting out space for each section.

8. Reports from Work Groups	The Chairman of each Work Group gave an update since last meeting.
Environment & Green Space	Sue and John met with Louise & Andy Burr (Lease and farm the Glebe land) to discuss comments made in the Survey relating to the Glebe. They were generally pleased with the comments made, although many of the suggestions put forward would not be appropriate, eg. footpaths across fields where livestock is kept, provision for having picnics, etc. They indicated that they would be very happy to support the installation of information signs either side of the Glebe, displaying history of the site/barn, resident wildlife and breeds of livestock farmed etc. They already engage with the school children around the lambing season. Their lease comes up for renewal in March 2019; feeling of insecurity in their future, due to continuing visits from the planning company working on behalf of the Diocese. Sue & John have meetings arranged with CBC re Rights of Way & Campton Plantation; setting up Forest School and finding ways to encourage people to explore woods further afield than Campton Plantation, extra signage? Via the Survey, some fifteen people expressed an interest to join the Environment Group. Sue has booked the Village Hall to invite them along for a discussion and to get their ideas. Jane is going to write up the Group's ideas on possible Plan Policies. Again some clarification on proposed Green Spaces from the Greensands Trust Report would be helpful.
Transport	Looked at Survey Analysis. Volunteers wishing to join the Group; haven't contacted them yet, but feel they already have enough people in the group at this stage. Already difficult to get a consensus on way forward. Will look at other local NP Plans for some guidance. Next step is to put together some draft Plan Policies. Jackie will send Alec some website links to local NP's. Paul will also send through copy of Wrestlingworth's NP.
Community Infrastructure	No update.
Local Heritage	Survey comments discussed. Showed that non-designated features were just as important to people as Listed ones. Handed out a chart showing which heritage features were identified, the Church, Glebe and Manor scoring around 70%; strong evidence of what was important to people. 56% supported any initiative by the PC to designate Campton as a Conservation Area. Completed a review of the Mid Beds 1985 Local Plan map, showing important trees, hedges, walls and buildings in Campton village; looking to establish an updated version of this for 2018. Initial contact with Conservation Officer

	regarding this; no resources at CBC available at this time, but would give guidance to the Parish Council for funding and undertaking this. Out of 16 volunteers expressing an interest in joining the Group via the Survey; four replied after being contacted. It was agreed in the Group that at this stage it would be difficult to bring others in, but would like to use the extra volunteers as a 'sounding board' to the Group's ideas.
Residential	From five people wanting to join the Group, one turned up from Chicksands and hopefully will be joined by another Chicksands resident at next meeting. Housing Survey is now complete and has been circulated to members of Steering Group. Still compiling Housing Needs Survey, some data difficult to find. The writing of draft Policies and Design Statement will be discussed at next meeting. CBC have contracted BRCC to give support to NP Committees; it was suggested that they were given the opportunity to look over draft Policies.
Business & Employment	Last meeting cancelled, next meeting due in November. Looking at setting up a Business Directory, possibly to be included within the January Village Newsletter. Need to get out and engage with local businesses. No extra people came forward to join this Group.

9. 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.
Draft Policies	Each Work Group is progressing with this.

10. A.O.B.	
Progress Banner	Jackie had seen a banner displayed at Northill depicting their progress with their Neighbourhood Plan. It was agreed that this was a good idea that we could adopt and would look at getting two banners designed and printed; one for Campton Village and the other for Chicksands Private. Dave to look at design and cost.
Apologies for next meeting	Alec & Sue gave their apologies, but would not be able to attend the next Steering Group meeting in November. Alec would see if Caroline would be able to attend on behalf of the Highways Group. Sue would pass on the Budget Report to Jackie prior to the meeting. Sue Lamb also said that she would not be able to attend.

Date and time of next meeting: Monday, 26th November 2018
Campton Village Hall at 7.30pm