



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP MINUTES

Date of meeting	Monday, 26 th November 2018 : 7.30pm
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; John Ayres; Paul Booton; Liz Bishop (Community Infrastructure); Caroline Greet (Transport).

1. Apologies	Sue Lamb; John Westgarth; Alec & Sue Hardie.
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2. Declarations of Interest	NONE
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3.	Minutes of last meeting (31/10/18) were accepted.
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4. Matters arising from the Minutes	
DROP-BOX	Members of the Committee are still having some problems with accessing data on Drop-Box – generally slow. John did remove a vast amount of the photographs that had been uploaded, but this did not make any difference, so it was agreed that these will be put back on.
Survey Analysis	Jackie has passed on a usb memory stick to Paul containing the Survey Analysis data. Caroline has requested this also – Jackie will pass this on to her.
Volunteer List	Jackie and Tammy Medley (Clerk to the Parish Council) have arranged a meeting with Steve Halton at CBC to discuss volunteers working around the Parish; eg. P3 Scheme, necessary training, etc. Several people expressed interest in joining Working Groups etc. via the Survey, but some initial attempts at contacting them have failed. Let Jackie have details of these failed attempts, so that another possible means of contact can be sought.
Progress Banner	A banner is being looked at to monitor the different stages of the NP process, in order to show residents how the NP is progressing. It was thought that a banner of 3.6m in length would be needed (approx. cost £125 plus postage). It was considered possibly replacing the existing banner on the School fence with this new one, assuming the School were in agreement. A second one could be positioned on Chicksands Private, possibly on the roundabout

	entering the estate. PREIM have already given permission for banners to be positioned on the roundabout or fences. Dave to look at layout and design of the banner.
5. Budget Report	Sue now has copy of Invoice for additional page in last months Parish Newsletter (£32) and some additional expenses from Paul. At each monthly meeting a breakdown of the previous month spending will be given – Sue Hardie

6. Project Plan Update	No update.
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7. Meeting with Greensand Trust	Jackie, Dave and Sue Lamb met with Jon Balaam of the Greensand Trust on 8th November 2018. Stage I of their Green Infrastructure Plan is complete and they are now working on Stage II (Field Assessment of potential local Green Spaces). Initial focus was on The Glebe land. Set criteria have to be met for land to be designated. Jon also assessed the Recreation Ground (undecided whether to include the Pavilion – if included then it could not be upgraded in the future). Also undecided on whether to include children’s play area, but felt that it was part of the Recreation Ground as a whole. Other areas around the Parish are being considered for assessment. Encouragement was given to identify Green Infrastructure projects and the importance of these being documented within the NP, in order to gain support.
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8. Reports from Work Groups	The Chairman of each Work Group gave an update since last meeting.
Environment & Green Space	No meeting since last Steering Group meeting – next meeting on 4/12/18. Had interest in joining Working Group from sixteen people via Survey - have arranged meeting at Village Hall to meet and discuss with them. Have put together three draft Policies. Sue trying to arrange with CBC to discuss the Forest School proposal in Campton Plantation. Also contacted Rights of Way Officer at CBC to arrange meeting. Liz was asked by John to remind Tim about Tree Survey on the Glebe.
Transport	Caroline Greet standing in for Alec Hardie. Meeting arranged for next week. Group now have links to copies of other local NP’s for reference. Working on Policies that will allow safe movement for all vehicles, pedestrians and bicycles. Making sure pavements are suitable and appropriate speed limits in place. Still need a general background of information relating to Campton, Chicksands and the wider area. Caroline having trouble accessing Survey Analysis data – Jackie will pass on information saved on a usb memory stick (see ACTION under Item 4 – Survey Analysis above). Discussed importance of all Working Groups talking to each other, to discover possible overlaps occurring. Paul could pass on to Group useful photographs if needed, showing problem spots around the Parish.
Community Infrastructure	Liz Bishop standing in for John Westgarth.

	A copy of the minutes from their last meeting should have been sent through to the Steering Group for presentation at the October meeting as no representative was present. Group have had a couple of meetings over the past two months, focusing on their preamble relating to the Church, Village Hall, School etc. Next meeting arranged for two weeks' time when they will start working on Policies based on statistics and data to hand. Jackie has been helping them with focusing on the issues that will determine their Policies. Overlap will undoubtedly occur with the Heritage Group in relation to Listed Buildings and ACV's, but not to go into too much historical detail; work on Aspirational Policies, ie. strong community use of Village Hall and Recreational Ground etc.
Local Heritage	Last meeting was on 13/11/18. Talked through what Helen Flack had said at last Steering Group meeting and also what was discussed with the Greensand Trust. Next meeting arranged for 17/12/18 and then looking at a meeting every two weeks, as still lots to achieve. Have now updated 1985 map of Campton, showing Listed Buildings, hedges, walls etc. Good supporting evidence for assessing Conservation Areas.
Residential	Last meeting cancelled as Paul was unwell. Now have a number of Policies broadly agreed with – some of these may not be taken forward; will have these Draft Policies ready for next meeting. Housing Needs Survey nearly completed, still waiting on some data from CBC. When this is complete, Paul will circulate to all members. Campton and Chicksands Private are very different in their history, design etc. and ultimately their future needs; will have to treat separately. Dave mentioned seeing an old Outline Planning Application for infill on Chicksands Private amongst old Parish Council documents – would look out and find for Paul. (Details of this application have since been found on CBC website, reference number passed onto Paul)
Business & Employment	No meeting since last Steering Group, but meeting arranged for next week. Considering information received from Business Questionnaire. Access to good Broadband was viewed important for local businesses, as a significant number were working from home – important to include this within Policies.

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	All Work Groups to progress with this and to start writing.

10. February Consultation	
	Saturday, 9th February has been set aside for a Consultation Event at Campton Village Hall, for residents to be invited to discuss the Draft Policies put forward to be included within the NP. This will run from 10am-4pm on the day and set-up will be the night before, 6pm onwards. Jackie to make a booking for Campton Village Hall for this date.

	It was felt important that Jon Balaam from the Greensand Trust was present. Jackie will ask Tom Price (CBC) if we can borrow the display boards again. A leaflet will need to be designed and produced to invite all residents of the Parish to the Consultation Event. Feedback from this event will influence amendments made to the Draft NP. Jackie is preparing a draft template for the NP and the Consultation document.
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11. A.O.B.	
Apologies for next meeting	John Westgarth will be away.

Date and time of next meeting: Wednesday, 19th December 2018

Campton Village Hall at 7.30pm