



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP MINUTES

Date of meeting	Wednesday, 23 rd January 2019 : 8.45pm <i>(late start due to group discussion session beforehand)</i>
Venue	Campton Village Hall
Attendees	Jackie Willis; Dave Baker; Angela Baker; John Ayres; Paul Booton; Sue Lamb; Alec Hardie; Sue Hardie; John Westgarth; Liz Bishop (Community Infrastructure).

1. Apologies	NONE
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2. Declarations of Interest	Sue Lamb declared an interest as owner of the small paddock adjacent to Camptonbury Farm, put forward for assessment for Local Green Space.
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3.	Minutes of last meeting (19/12/18) were accepted.
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4. Matters arising from the Minutes	
Group Discussion Session (23/01/19)	As suggested at last meeting, all Work Group members and Parish Councillors were invited to attend this evening in order to discuss and offer feedback on the other groups Draft Policies. This ran from 7.30pm for an hour, giving everyone ten minutes on each Work Groups proposals. Those in attendance, including the Steering Group members as listed above, were: Maggie Marsh, Jim Turner, Anna Mauldlin, Caroline Greet, Joe Longson, Trevor Martin, Maryika Wilding and Tammy Medley.
Progress Banner	Two 'Progress' banners have now been acquired. One has been positioned on the fence outside of Campton Lower School, adjacent to the original NP Banner. The other banner will be taken to Chicksands Private and initially positioned on the grass verge along the side of the entrance road in to the estate. It was intended that it should go on the grass verge at the end of Trumans Place near the MOD fence, but due to on-going ground works in this area, this is not possible.
Progress with Vision Statement, Draft Policy & Plan	Jackie is still putting together the Business & Employment Statement and will post on DROP-BOX when done, as an example of set out format. She is also working on the whole first draft, this will also go on shortly. It was agreed that ACV proposals would be classed as non-policy actions.

5. Budget Report	Expenditure in January included payment to CopyKatz for the printing of 1000 flyers for the Consultation Event (9/02/19) and to Vistaprint for the two Progress Banners. All Room Hire costs have now been allocated, including for the 9/02/19. Greensand Trust are to be chased for their Final Invoice – copies to go to Sue H. and Tammy. Last big expenditure will be for the printing of the Draft Policies document that will be delivered to each household. Jackie confirmed that the Parish Council have agreed to set aside £500 for additional photocopying etc., after the end of March. At each monthly meeting a breakdown of the previous month spending will be given – Sue Hardie
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6. Project Plan Update	A pdf file of the updated version of the Project Plan is on DROP-BOX. Still on schedule for producing the Draft Policy document at the end of March. Would be useful if everyone could look at the Project Plan and check the continuing order of progress outlined. If anyone would like to look at the Project Plan in more detail, let Alec know (bear in mind 'Project' application needed on computer to do this).
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7. Review of Draft Policies and Non-policy Actions – Work Groups	All groups need to finalise Draft Policies ready for the Consultation Event on 9th February 2019. More background information will be needed; how you have reached the policies outlined, showing feedback received from Surveys, etc. Any photocopying that needs to be done, please have this to Jackie by Monday, 4th February. It was agreed that approximately 10 copies of the Village Design Statement, 6 copies of the NPPF document and 6 copies of each Work Groups Draft Policies were needed. Other documents may have to be copied also, including the Housing Needs Survey, etc. – These also need to be forwarded to Jackie for photocopying. All Work Groups need to provide an expanded version of evidence showing feedback from public consultation events, summaries of survey results, etc. that has been gained since the start of the NP process. This needs to be up to date, ready for 9th February 2019.
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8. Reports from Work Groups	The Chairman of each Work Group gave an update since last meeting.
	These were deferred until the next meeting, due to lack of time.

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 Work Groups to share information.
Draft Policies	All Work Groups working towards having these ready for Consultation Event on 9th February 2019.

10. 9th February 2019 Consultation Event	
	Campton Village Hall has been booked for Saturday, 9th February 2019 and also the Friday evening before, to hold the Consultation Event. Residents will be invited to attend to discuss the Draft Policies put forward to be included within the NP. This event will run from 10am-4pm on the day and set-up will be the night before, 6pm onwards. Jon Balaam from the Greensand Trust will also be attending, together with Erika who will be running a Children's Activity between 11am-1pm. 1000 advertising flyers have been printed and distributed to every household via the Parish Newsletter; extra copies have been dropped off at Campton Lower School, Monkey Puzzle, JFC Guard Room, etc. Tom Price (CBC) has confirmed that we can borrow their display boards again. These can be collected on Friday, 8th February from the Council Offices. John W. to ask Deborah Maggs about borrowing extra display boards and tables from the Church. Dave and Paul will take photographs of the event on the day. Angela will organise refreshments (Jackie to provide tea, coffee, milk and biscuits).

11. A.O.B.	Paul raised the question of how to represent the proposed development on Greenway within the Draft Plan, due to the fact that the outcome of the Local Plan has still not be confirmed. It was agreed that the wording was very important and should be consistent throughout all areas of the document with no conflicting statements relating to this. Also raised the importance of obtaining contact details of anyone leaving comments/feedback, so that responses to these can be given directly to them.
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Date and time of next meeting: Wednesday, 27th February 2019

Campton Village Hall at 7.30pm