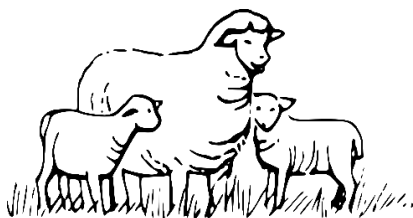


# Campton & Chicksands Neighbourhood Plan



## CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP MINUTES

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| <b>Date of meeting</b> | Wednesday 24 <sup>th</sup> April 2019, 7:45pm                                             |
| <b>Venue</b>           | Campton Village Hall                                                                      |
| <b>Attendees</b>       | Dave Baker, Sue Lamb, Sue Hardie, Alec Hardie, Jackie Willis, Angela Baker, Deborah Maggs |

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| <b>1. Apologies</b> | Paul Booton, John Ayres, Jim Turner |
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| <b>2. Declarations of Interest</b> | Sue Lamb; owner of paddock adjacent Camptonbury Farm (recommended LGS)<br>Dave Baker; garden adjacent & overlooks The Glebe (recommended LGS) |
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| <b>3.</b> | Minutes of last meeting (27/03/19) were accepted.<br>The Chairman thanked Jim for taking and issuing the Minutes for the last two meetings. |
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| <b>4. Matters arising from the minutes</b> |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Site Specific Document                     | Paul has put together a short document on site specific references. May be useful for drawing information from as the Draft Plan develops. Paul forwarded this to Dave prior to the meeting.                                                                                                                                                                                                                               |
| Stages of Draft Plan                       | Dave had emailed Alec the order of stages and processes of preparing the Draft Plan. Alec has made small changes to the Project Plan. Still need to discuss the timing and sequence of work with Tom Price. Still on course for finishing the NP by 10/10/19. Now just over 50% of the way through; the timing on much of the rest is out of our control.<br><b>ACTION: Dave to contact Tom Price regarding the above.</b> |
| Invoices & Cheques Issued                  | Dave requested a list of all Invoices and cheques relating to the NP from the Parish Council Clerk to be forwarded to Sue Hardie – This was done.                                                                                                                                                                                                                                                                          |

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| WG Minutes | All Working Groups have been told the importance of uploading the dates and Minutes of their meetings onto DROP-BOX. The Project Plan has now been updated and meeting dates put on. |

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| <b>5. Project Plan Update</b> | Project Plan has now been updated with no major changes. Copy available on DROP-BOX. |
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| <b>6. Finance Update</b> | <p>Sue Hardie handed out copies of the Final Summary of the Finances. She is still missing some copies of Invoices; these will be requested from Tammy (PC Clerk). An Internal Audit has been done and cross checked with the Parish Council. These figures have now been passed onto Jackie so that she can complete the Locality Report and ascertain what amount needs to be repaid (ie. What has not been spent from the original grant obtained).</p> <p><b>ACTION: Jackie to finish the Locality Report and forward to Dave &amp; PC the amount to be repaid.</b></p> <p><b>ACTION: Dave to check that Sue has all copies of Invoices relating to the NP expenditure.</b></p> |
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|                          | The Parish Council have agreed an allocation of £500 to cover future costs incurred by the NP Steering Group. Sue has agreed to carry on monitoring NP spending, therefore all Invoices will be forwarded to Sue, in turn she will then pass onto Tammy (PC Clerk) for payment.                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b>7. Progress reports on internal audits and feedback to auditors</b> |                                                                                                                                                                                                                                                                                                                                                          |
| Local Heritage                                                         | <p>Local Heritage have made a number of changes due to the input from the Transport Group. One of the main changes was the inclusion of information on 'Living in a Conservation Area'.</p> <p>LH Group have completed audit on the Residential policies and references.</p> <p><b>Residential Group are still working through LH documentation.</b></p> |
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| Transport                                                              | <p>Transport Group waiting for information from Business &amp; Employment Group in order to progress.</p> <p><b>Alec and Jackie getting together for a chat; arranged for tomorrow (25<sup>th</sup>).</b></p>                                                                                                                                            |
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| Environment & Green Space                                              | <p>Environment Group have made some amendments following feedback, mainly around renumbering etc.</p> <p>With regards to their objectives; there was still an outstanding query raised by John. On the whole mostly completed.</p> <p><b>ACTION: Sue to talk to John about the above.</b></p>                                                            |

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| Community Infrastructure | Went through feedback from Environment Group and renumbered policies etc. to align with objectives.<br>A query was raised concerning one of the audit comments about an objective raised by John. Sue will seek clarification from John about this. |
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| Business & Employment    | No chance to meet recently but have received the feedback from the Community Group.                                                                                                                                                                 |
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| Residential              | Their audit was complete and in the process of looking through report; extensive task.                                                                                                                                                              |

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| <b>8. Reports from Working Groups</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Local Heritage                        | In the process of re-auditing their own work; will complete at next meeting scheduled for next week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Transport                             | Their last meeting was cancelled. Haven't had any feedback yet, so no progress made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Environment & Green Space             | <p>Received Green Infrastructure Plan from the Greensand Trust; had assumed everyone had received a copy, it is now on DROP-BOX. They have read through this and have consequently made some changes to wording within their own Draft Section.</p> <p>It is a standard recommendation that all landowners of recommended Green Space sites are contacted, highlighting the evidence of selection. The timing of this was questioned though; it was generally agreed to wait until the Draft Plan was written first and just before it goes to consultation.</p> <p><b>ACTION: Chair to issue these letters on behalf of the Steering Group when the time is right – check with Tom Price on this.</b></p> <p><b>ACTION: All Working Groups to look through the GI Plan and give their feedback via DROP-BOX within the next two weeks (by 8<sup>th</sup> May).</b></p> <p>Steering Group will collate all feedback and pass onto Jon Balaam.</p> <p>The proposed walkway from Shefford to Flitwick has only just come to light and as such no evidence has been sort to support this. Within the Draft Plan there are already policies which will cover some of this proposal.</p> <p>Clare Poulton from the Greensand Country Landscape Partnership will be giving a talk about the Clophill to Shefford walk extension at a Parish Council Meeting; all Working Group members will be invited to attend.</p> <p>Concerns were aired regarding the lack of proposed cycleways; these were regarded just as important as walkways and were highlighted within public consultation feedback.</p> |
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| Community Infrastructure | Responses to the audit from the Environment group were discussed and documented; revisions were made. Following feedback from the March Steering Group concerning the policy on the classroom accommodation at the Lower School, this policy was revised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Business & Employment    | <p>Due to the two members being on holiday, a meeting could not be scheduled to discuss the audits.</p> <p>A Consultation Questionnaire email had been sent out to local employers and businesses; only one response was received. The main concern was the continuing problem with the theft of agricultural equipment (unfortunately something that is out of our control).</p> <p>Jackie expressed concern with regards there only being one person left in the Working Group after she leaves. She suggested the possibility of the Community Infrastructure and Business &amp; Employment Working Groups joining forces and working together.</p> <p><b>ACTION: Deborah will put this suggestion to the other members of the Community Group.</b></p> |

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| 9. Draft GI Plan | <p>Everyone agreed that the Plan was generally well structured, although some evidence quoted doesn't tie up with our own documentations. There are some aspects omitted; this probably due to the author not having the necessary local knowledge.</p> <p>References made to Chicksands Private, was more about the Council houses and Chicksands Base and nothing about Annington – showed inconsistencies.</p> <p>Not sure why All Saints Churchyard was mentioned as being 'not publicly accessible' – What does this mean? It is understood that the churchyard is protected in its own right. Will ask Jon to explain.</p> <p>Scanned copies of the photographs submitted in the School Competition have been uploaded to DROP-BOX for Jon to use within the GI Plan. It was also suggested to include a photo taken by Mike Tyler of a Little Owl on The Glebe supporting permanent pasture; also a view of The Glebe from Greenway direction.</p> <p>Six new sites were recommended as Local Green Spaces, including Playing Field at Chicksands, Campton Plantation, Campton Recreation Ground, The Glebe fields, fields adjacent Campton Manor &amp; Camptonbury Farm. If adopted these would be protected from development. There was some concern that some entrances into Campton were protected better from development than others.</p> |
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| 10. Draft Plan | Jackie has made a start on writing the Draft Plan. A new Folder has been set up on DROP-BOX (Final Sections) for all Working Groups to upload their most recent copies of their policies, actions, visions, objectives etc. Most groups are close to completing Sections. |
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|  | <p><b>ACTION: All Working Groups to produce their final drafts as above.</b></p> <p>Jackie is working on the Consultation Statement but needs to update with Jon Balaam's notes.</p> <p>Appendices will show evidence of work done.</p> <p>Agreement needs to be reached on the formatting of the document, so that all Working Groups are working towards the same layout.</p> <p><b>ACTION: Dave &amp; Jackie to discuss layout, format, numbering etc. of Draft Plan.</b></p> <p><b>ACTION: Dave &amp; Jackie to collate and release for general comment by all Working Groups.</b></p> <p>A deadline is set for the beginning of June to have the Draft Plan complete.</p> <p>It has been suggested to ask Karen Mangold as a local resident artist, for her input into designing the front cover of the Draft Plan, using images of her paintings.</p> <p><b>ACTION: Jackie to contact Karen regarding the above.</b></p> |
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| <b>11. A.O.B.</b> | <p>Local Plan Public Examination starts on 21/05/19. Small and medium sized village housing sites will be discussed on the 19/06/19.</p> <p>Deborah thanked Jackie for all her support with the Community Infrastructure Working Group over the past weeks.</p> <p>The Friends of Campton meeting that was due to take place on 2<sup>nd</sup> March was cancelled at the last minute, this meeting will be rescheduled for a later date.</p> |
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**Date and time of next meeting: Wednesday, 22<sup>nd</sup> May 2019**

**Campton Village Hall at 7:45pm**