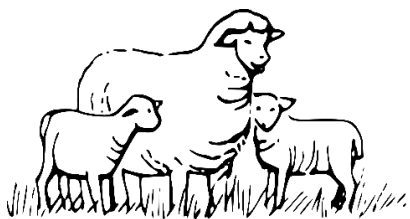


Campton & Chicksands Neighbourhood Plan



CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP MINUTES

Date of meeting	Wednesday 22 nd May 2019, 7:45pm
Venue	Campton Village Hall
Attendees	Dave Baker, Sue Hardie, Alec Hardie, Jackie Willis, Angela Baker, Paul Booton, John Ayres, Maggie Marsh.

1. Apologies	Sue Lamb
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2. Declarations of Interest	Dave Baker; garden adjacent & overlooks The Glebe (recommended LGS)
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3.	Minutes of last meeting (24/4/19) were accepted.
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4. Matters arising from the minutes	
Stages of Draft Plan	Dave had a meeting with Tom Price (CBC) regarding the timing and sequence of work still to be done. Meeting lasted approximately an hour to an hour and half; helpful and constructive.
Finance Update	Jackie has completed and submitted the Locality Grant Spend Report. The remaining Grant has now been transferred to Dave Baker as the primary contact. All future invoices relating to NP expenditure must now go through Sue Hardie.
Green Space Sites	Tom Price has given some guidance on the timing and format of the letters that need to be sent to all landowners, regarding the recommended Local Green Spaces put forward. These should be issued in advance of Regulation 14 Consultation.
GI Plan – Jon Balaam	Feedback received from the Working Groups regarding the draft GI Plan has been collated and sent to Jon Balaam. He has indicated that he will make changes and get back by 27 th May 2019.

Business & Employment	The Business & Employment and Community Infrastructure Working Groups have now joined forces and are working together; having had two meetings already since the last month.
Draft Plan Front Cover Artwork	ACTION: Jackie to contact Karen Mangold, a local resident artist, for her input into designing the front cover of the Draft Plan.

5. Stages of Plan going forward	Following Dave's meeting with Tom Price (CBC) regarding the different stages of the Draft Plan. Approximately one week ahead of Draft Plan being finalised, notification needs to be given to CBC for them to initiate a Screening Report, which includes a Strategic Environmental Assessment and a Habitat Regulation Assessment. These will then be sent to the Environment Agency, Natural England and Historic England, who then have 28 days in which to comment. Around this time Regulation 14 Consultation can begin and lasts 6 weeks. Notification to all landowners of recommended Local Green Spaces will be sent before Regulation 14 begins. CBC may be able to help with identifying some of these landowners. All responses received from these letters will need to be recorded and answered and included within the Consultation Statement. All Statutory Consultees will need to be contacted via email, these amount to between 60-74 different bodies. The Draft Plan will be available on the Parish Council website and a link to this will be given within the emails sent out. Any comments received will be directed to the relevant Working Group Chairs for a response. A Basic Condition Statement needs to be included with the Draft Plan; Jackie is working on this. A Health Check on the whole Plan needs to be done by Locality. Tom Price has indicated that there should be no cost involved in this, due to the fact we have produced a Village Design Statement. ACTION: Dave to verify through Locality, that we are exempt from any cost regarding this Health Check. Next stage Regulation 15; submit final Draft Plan to CBC and process handed over to Local Authority. CBC carry out final consultation on finished Draft Plan – Regulation 16. ACTION: Dave will email to all Steering Group members details of plan stages provided by Tom Price. Any questions from any of the Working Groups to be directed to Tom Price, let Dave know.
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6. Working Group Progress Reports	
Local Heritage	All policies agreed and final draft document posted on DROP-BOX.
Community Infrastructure and Business & Employment	The Community Infrastructure and Business & Employment Working Groups have now merged and working together. Community Infrastructure have formatted and completed their final draft document, but Business & Employment is not yet formatted or on DROP-BOX but shouldn't be long. The subject of Climate Change was brought up..... How can this wherever possible be shown to have been considered and incorporated within the Draft Plan? eg. Sustainability of street lighting, housing design, linking up cycleways with neighbouring parishes etc.
Environment & Green Space	Draft document modified to reflect audit feedback received and formatting requirements now posted on DROP-BOX.
Residential	Gone back through draft document adding references, etc. Checking all details relating to Chicksands Base. Mostly finished and soon to be posted on DROP-BOX.
Transport	Feedback received via audit not incorporated into final draft document yet, but close to being finished.

7. Funding Grant	While Jackie was completing the Locality Report relating to the Grant obtained last year, two options were available regarding the funds as yet unspent; i) State what has been spent and return the remaining amount; ii) State what has been spent, but carry forward the remaining amount for future project use (up until March 2022). The remaining amount stands at £1966.85; this still generally needs to be spent within the categories originally set out. If any big changes need to be made, then a 'Change of Use' application can be made to Locality to reallocate funds elsewhere. It was confirmed that the Parish Council are still holding a fund of £500 as a backstop if needed. Sue Hardie has a list of the funds remaining and their spending allocation. All new invoices raised through the NP should go initially to Sue, so that these can be recorded and copies then sent to PC Clerk for payment.
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8. Project Plan	No great changes since last month's meeting. Checking that terminology used is consistent with other documents and the sequence of events is correct.
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9. Draft GI Plan	Dave collated all the feedback received from the Working Groups and forwarded to Jon Balaam, together with additional photographs from the School Competition winners last year and other local wildlife shots. Now awaiting an updated version from Jon (hopefully by Monday, 27th May 2019). Assuming Steering Group/Working Groups are comfortable with this updated version, then it will be forwarded to the Parish Council for comment, approval and adoption. Tom Price has also requested to see the updated version.
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10. Draft Plan	Dave confessed that progress had been limited over the past few weeks. At the next meeting it would be good to start considering the timing of the Regulation 14 Consultation. The next meeting was scheduled for the end of June, but it was decided to move this into July in order to give everyone a little more time to work on the Draft Plan; 10th July was agreed. ACTION: Dave & Jackie to work together to progress the Draft Plan overall document.
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11. A.O.B.	There was a discussion of having a second meeting in July and continuing monthly thereafter. ACTION: Dave to organise the above.
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Date and time of next meeting: Wednesday, 10th July 2019

Campton Village Hall at 7:45pm