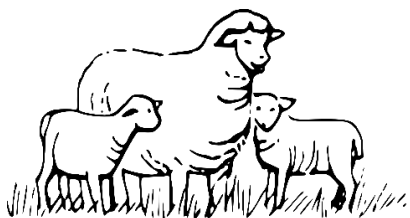


Campton & Chicksands Neighbourhood Plan



CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP MINUTES

Date of meeting	Wednesday 28 th August 2019, 7:30pm
Venue	Campton Village Hall
Attendees	Dave Baker, Alec Hardie, Sue Hardie (apologies for late arrival), Paul Booton, Jackie Willis, Angela Baker, John Ayres (apologies for late arrival), Sue Lamb.

1. Apologies	
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2. Declarations of Interest	Dave Baker; garden adjacent & overlooks The Glebe (recommended LGS) Sue Lamb; owner of paddock adjacent Camptonbury Farm (recommended LGS)
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3.	Minutes of last meeting (10/07/19) were accepted.
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4. Matters arising from the minutes	
Tom Price (CBC) – GI Plan re LGS	Dave has now forwarded a copy of the GI Plan, together with an updated version, to Tom Price at CBC. Landowners will need to be contacted regarding designated LGS within the GI Plan. Dave has put together a draft letter to landowners regarding this, which gives details of the sites location, an opportunity for the landowner to support or object and an invitation for them to come along to future Consultation Events. The timing of sending these letters will be decided on the advice from Tom Price. A point of contact at the MOD regarding the Sport Island Recreation Area at Chicksands Private Estate, needs to be found. Possible leads include Paul asking a friend who works at Chicksands Military Base; Jackie may have a contact at the MOD from one of Deborah's emails; Jon Balaam may have a contact in the Greensand Trust who deals with the Base. Alternatively Alec suggested addressing to 'Officer Commanding'.
Working Group Feedback on the GI Plan	The GI Plan was posted on DROP-BOX following the last meeting for all Working Groups to look at and comment on – Dave has received no feedback on this to date.

Naming to be used for Chicksands	For reasons of continuity, agreement needs to be reached on the naming of Chicksands Private and the Military Base. Dave has sent several emails to Jane Fradd to ask for her opinion but has not had any reply. It was generally thought that private housing at Chicksands would be known as 'Chicksands Private Estate (also referred to as Chicksands Residential)' and JFC housing would be known as 'Chicksands Military Estate'.
Survey Monkey	Survey Monkey has now expired.
Shefford NP/GI Plan	Dave has talked to the Clerk of Shefford Town Council and has been informed that they have barely started their NP. Paul Booton has been asked by them, if he would speak to them at some stage about the process and the progress that we have made. Their GI Plan is now out of date and many of the designated areas have now been built on, although some Green Spaces have been created. There is an aim to link all the Green Spaces owned by various landowners; this is on-going. The Town Council have established the Shefford Green Space Conservation Group and Working Parties.

5. GI Plan	The points raised by Jon Balaam were sent round to the Steering Group members. Some changes have been made, including to the Policy on Local Green Spaces which has been removed. The GI Plan is now ready for the Parish Council to adopt and accept and to go on the PC website. Dave will push for this at the next PC Meeting.
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6. Update on Write-up Progress	
a) Draft Plan	A version of the Draft Plan was posted on DROP-BOX in early August; feedback has been received from the Residential and Environment Groups. Jackie also carried out a full review of the document. Work is still on-going regarding specific points and questions via email with Working Groups. Chair to liaise with Jackie for the time being regarding Business & Employment and Community Infrastructure Groups, but new Chairs will need to be found soon. An updated version of the Draft Plan has been posted within the last couple of days, changes mainly revolving around Non-policy Actions. Now includes a clear issue leading to inclusion of each non-policy action and then an outcome. All Working Groups to focus on this. Dave to email out on specific Appendix : Issue / Policy / Outcome.

	Are we heading in the right direction with the Draft Plan? Are we nearing the point of an 'Informal Test' with Tom Price? Dave to contact Tom Price regarding this.
b) Basic Condition Statement, Consultation Statement etc.	The Basic Condition Statement has now been formatted. This has been posted on DROP-BOX and all Working Groups to look at their parts in this document and give feedback within the next 14 days. The Consultation Statement has a large number of Appendices attached – how would it be best to present these? The Consultation Statement will continue to grow as the Draft Plan is progressed.
c) Other supporting documents	All supporting documents will be in the same format to ensure continuity. These will not all appear on DROP-BOX at once, but will be fed in as we go along. Residents will have access to these documents through DROP-BOX via the PC website during consultation. Must try to reach as many residents as possible; information at Coffee & Chat mornings; a Summary leaflet delivered to all residents, possibly listing all Policies with a link to background information; try to encourage people to investigate further. It was noted that the PC website will only be supported by Cambridge Open Systems until sometime during 2020. CBC are looking to provide an alternative platform.
d) Next steps	Regarding the cover art for the title page of the Draft Plan; Jackie hasn't heard any more from Karen Mangold, who agreed for the Steering Group to use some of her artwork for the design of the front page. Jackie will contact Karen and pass on Dave's email address, so that she can contact Dave direct. The Foreword for the Draft Plan has currently been written by Dave on behalf of Charles. Charles to look at, modify as appropriate and sign his name to it. Within the 'Acknowledgements' everyone who has contributed towards the NP should be mentioned, however small a part. All Chairs of the Working Groups to forward the names of all involved to Dave. The date range on the various documents relating to the Draft Plan is inconsistent, this needs to be clarified. Dave will ask Tom Price what dates are to be used. ACV's have been put forward by both the Heritage and Community Infrastructure Groups; it was agreed that the Local Heritage would take the lead and incorporate within their section some of the Community Infrastructure recommendations and wording.

7. Finance	There has been no expenditure since the last meeting. No decision has been made about the possibility of relocating monies between the different allocated pots. Dave to press Tom Price on whether we will need to pay for the Health Check on the Draft Plan.
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8. Project Plan	The Environment Group had a meeting recently, but otherwise quiet. The time scales for the Draft Plan have moved on slightly and an updated copy of the Project Plan has been posted to DROP-BOX.
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9. Regulation 14 Consultation	The timing of the Regulation 14 Consultation is looking like moving further into October 2019, this may depend on the outcome of the next meeting with Tom Price. It was discussed about organising smaller events in the lead up to Regulation 14, probably around the time of the Summary being released, but will have to make sure that everything is in place and ready.
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10. A.O.B.	
Next Steering Group meeting date	Dave to arrange meeting with Tom Price at CBC. After this meeting has taken place a date will be set for the next Steering Group meeting.

Date and time of next meeting: To be confirmed

Campton Village Hall at 7:45pm