



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP

MINUTES

Date of meeting	Wednesday, 16 th October 2019 : 7:45pm
Venue	Campton Village Hall
Attendees	Dave Baker; Liz Bishop; Alec Hardie; Sue Hardie; Sue Lamb; John Ayres; Jackie Willis

1. Apologies	Angela Baker; Paul Booton
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2. Declarations of Interest	Dave Baker and Liz Bishop declared residing adjacent to land proposed for designation as LGS, Sue Lamb declared ownership of land and residing opposite land proposed as designation as LGS.
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3. Minutes of last meeting	Minutes of last meeting (28/08/19) were accepted.
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4. Matters Arising from the Minutes	
	Contact Jon Balaam – re contact on JFC, awaiting response
	Adoption of GI Plan agreed by PC
	Feedback incorporated into draft
	Informal review conducted by Tom Price (CBC), feedback received. Some artwork now received from Karen Mangold, may need additional material Foreword to NP reviewed and agreed by Charles Ash (Parish Council) Names from all workgroups received Date range – any reference to CBC Local Plan should use 2015-2035 as on front, includes conformity references. NP should show 2019 or 2020 on front depending on date of submission Assets of Community Value preamble etc. has been reworded to include from input from both CI & LH sections. Health Check not regarded necessary by Tom, so can go ahead without it. Tom's informal review meeting was on 7th Oct (attended by DB & JW).

5. Update on Progress	
a. Draft Plan version statement	Current working on Draft - v9.9.2. This new Draft will incorporate comments from SG and those raised by Tom. The new draft will be sent to Tom Price when completed.
b. Feedback from Neighbourhood Involvement Officer	Tom Price met with DB and JW to provide broad feedback about the plan and current support from Locality for NPs, particularly for technical support. Written, more detailed feedback was received on 15.10.19 which would be circulated to the SG. DB read out the general feedback but did not include more specific feedback about each set of policies. DB will incorporate comments into the next draft and add to the preamble in the Housing section, based on the Parish Council response to consultation on the LP and at the Local Plan public examination. Tom Price indicated that rewording of some policies is required to be more supportive, particularly in Housing policies. Guidance should be taken from recently approved NPs where the Inspector has required modifications. DB explained that there may still be more changes to our NP following Reg 14 and 16. Policies should also support the CBC LP, not repeat them. Some re-formatting needed, particularly to make some maps larger. Tom was really pleased with NPAs. Tom mentioned that the 5 year review period be reworded to state <i>within 5</i> years. Tom has commenced the screening for SEA, takes 7-8 weeks, and is based on current draft. Material produced will be included in the Consultation Statement. Overall, Tom did not feel that a Healthcheck by Locality was required and that the current Draft will be ready for Regulation 14 following the amendments suggested.
c. Feedback on PC discussions	DB reported on the two meetings of the PC at which the GI Plan was presented and discussed. At the first meeting some councillors were concerned about potential legal challenges to designation of LGS. PC agreed that it was ready for adoption/endorsement but would not proceed until the legal position had been clarified. DB sought advice from CBC and Jon Balaam and was advised to follow the process. The PC will not publish the GI plan until letters are sent. The SG agreed that a reasonable time should be allowed for responses – agreed up to 6 weeks, standard consultation period. At the October meeting the PC agreed that notifications to landowners can now be made by the Parish Council Clerk. It was noted that landowners may potentially negotiate on the location/scale of the LGS nominated. Letters to be sent by recorded delivery. Action: DB will complete the letters to landowners and will circulate to the SG.
d. Supporting documents	Basic Conditions Statement - DB explained what the Basic Conditions statement contains and how the conformity references were added. Consultation Statement – to be revised in line with landowner consultation.
e. Next Steps	DB will start to include some of the other documents on DropBox that have been reformatted.

6. Finance	No expenditure since last meeting. Anticipated costs are postage and costs of the next round of consultation.
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7. Discussion	To agree timing of Regulation 14 consultation and preparatory action
	A document was tabled showing proposed timescales leading up to Regulation 14 submission and Regulation 16. These were agreed by the SG.
Consultation with landowners	Regulation 14 held back due to consultation with landowners. The timescale for feedback to the consultation needs to be added. Landowners will, on request, be sent the GI Plan assessment relating to their land and showing how this met the criteria for inclusion as a designated LGS. The GI Plan will not be published in advanced of this consultation. Letters to landowners will be sent via recorded delivery and request that responses will be sent to the PC Clerk.
GI Plan	A discussion with local town and parish councils could take place about the GI Plan prior to discussions about the Draft NP.

8. Implications on Project Plan	The current Project Plan was reviewed and its revision in line with the new timescale discussed.
	AH will incorporate agreed timescale into project plan and will amend terminology to include Reg14/16.

9. A.O.B.	
	PC need to consider implementation of NP. Funding options need to be considered. Paul Booton has agreed to look at opportunities to apply for grants. Steering Group supported this approach. PC Website – will be withdrawn at end March 2020. CBC and Beds Borough have terminated contract with Cambridge Open Systems(current web platform). An alternative has been identified but will not be a free service. There is an option for the information to be ported. Decision needed in order to comply with consultation. Domain will be required. Steering Group will be updated following PC meeting. Meeting dates – next 3 meetings. 7:30pm 18/11/19; 11/12/19; 15/1/20. Action John Ayres to confirm bookings. The meeting closed with a vote of thanks to Chair for his detailed work on the draft Plan.

Date and time of next meeting: Wednesday, 18th November 2019 - to be confirmed

Campton Village Hall at 7.30pm