



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP MINUTES

Date of meeting	Thursday, 23 rd July 2020 : 7.00pm
Venue	Meeting conducted online via Zoom
Attendees	Dave Baker; Angela Baker; Sue Lamb; Paul Booton; Alec Hardie; Sue Hardie & Deborah Maggs.

1. Apologies	Jackie Willis; John Ayres.
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2. Declarations of Interest	Dave & Angela Baker 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 (26/05/20) were accepted.
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4. Matters arising from the Minutes	
Chasing updated guidance from CBC – Tom Price	After chasing several times, updated guidance was received on 8/7/20. This guidance was discussed within this meeting (see Section 5a).
Draft Plan text changes	At the last meeting, Paul queried the need for possible changes to the Housing Section in the Draft Plan, to reflect the CALA Homes proposal regarding Greenway. Between Paul and Dave, they have revised the wording in the Plan. Dave has also made some minor changes to the Local Heritage Section to obtain consistency within document. Neither of these text changes has any impact on the NP Policies. Otherwise the Draft Plan remains pretty much unchanged from that reviewed in March of this year. ACTION: Dave to give everyone on the SG links to all documents.
Encouraging responses	At the last meeting, Deborah requested that Tom Price should be approached about the right wording to use in order to get the best possible engagement from people and encouraging them to respond to the consultation. ACTION: Dave will approach Tom Price on this.

Protocol documents for Steering Groups	Paul has extra documentation that outlines protocol for NP Steering Groups to adhere to. ACTION: Paul will scan these documents with the important parts highlighted and circulate to the group members.
Groundworks – Year End Report	Dave has updated Groundworks on the End of Year Accounts for 2019/20.

5. Scheduling of NP Consultations – Latest CBC COVID-19 & NP Guidance	
a. Breakdown of latest guidance	The latest guidance received from CBC is based upon national guidance issued in mid-May. This is a little concerning, as CBC seem to be running behind the times. However, there seems to be no major problems for the group and the priority now is to focus on the Public Consultation and agreeing an Engagement Strategy regarding Covid-19. This document will need to be approved by the Parish Council and CBC before progressing; finally being added onto the Consultation Statement. It is possible for a public consultation to take place; points to take into consideration, include the impact on not being able to hold ‘face to face’ events, the ability to make safe the viewing of documents in a public location, engaging with ‘hard to reach’ groups ie. Non-internet users etc., making more use of telephone communication, leaflet drops etc. It was agreed that the Consultation Period should be extended from six to eight weeks as recommended. It was made clear that the importance of ensuring and showing that the whole process is as inclusive as possible is paramount.
b. Can we now run an inclusive, fair and safe Reg 14 consultation?	Mediums that can be used and are unaffected by the Covid-19 guidance, include the website, social media, communication by letter, Consultee database, response forms, email, telephone, posters etc. An information leaflet is in a draft form and can quickly be updated to include new information surrounding Covid-19 guidelines. These can be delivered whilst paying attention to appropriate mitigating measures, ie. Social distancing, plastic gloves etc. It is advised that Community Consultation Events are temporarily suspended. Therefore consideration is being given to having paper copies of all documents available by appointment. Potentially using the Village Hall Meeting Room for individuals/household groups, to view all relevant documents, write down questions and fill out Response Form. SG members indicated that they were happy to engage with residents to answer any queries/questions they may have via telephone. It was thought that maybe not many would take up this option, but it was felt important to find a way of providing the opportunity for residents without or not wishing to use online access, to view documents. An option of paper copies delivered to homes will also be offered. A Risk Assessment would have to be done and ACRE guidelines followed with regards access to the Village Hall.
c. Agree Outcomes	There is now an opportunity to actively engage with the community, so it was agreed that an Engagement Strategy should be developed. This will need to be approved by the Parish Council and supported by CBC. It is intended to aim for 1st September 2020 to start Reg 14 Consultation, this will run for an extended eight-week period. All Steering Group members should be available for consultation at some point during this period of time. ACTION: Dave to push ahead with preparing an Engagement Strategy regarding Reg 14 Consultation.

6. Finance	
	Dave has updated Groundworks for the Year End (31/03/20) spending. Sue H. confirmed that there had been no further expenditure since last meeting.

7. Project Plan	
	Alec captured the impact of our discussions on the Project Plan and will send Dave an updated version after the meeting. Once agreed, it will be posted on DropBox. ACTION: Alec to email Dave updated Project Plan.

8. A.O.B.	
	It was felt important that WG leaders re-engage with the Draft Plan and supporting documents, as it has been several months since working on it. When all documents are finalised, it is important that all Work Group members are allowed to see the Draft Plan before it goes out to Consultation. ACTION: Dave to pull all the documents together and send out links to all current versions. Date for next meeting will be made once the Engagement Strategy document has been completed.

Date and time of next meeting: TBA