



Campton & Chicksands Neighbourhood Plan

CAMPTON AND CHICKSANDS NEIGHBOURHOOD PLAN STEERING GROUP MINUTES

Date of meeting	Tuesday, 1 st September 2020 : 7.00pm
Venue	Meeting conducted online via Zoom
Attendees	Dave Baker; Angela Baker; Sue Lamb; Paul Booton; Alec Hardie; Sue Hardie & John Ayres.

1. Apologies	Jackie Willis & Deborah Maggs.
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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 (23/07/20) were accepted.
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4. Matters arising from the Minutes	
Draft Plan text changes	Links to all documents have been provided to all members of SG.
Encouraging responses	Deborah had provided Dave with wording for the Leaflet Insert, to try to encourage people to respond, whether they be in favour or not. Jackie had suggested that some of the wording should be a little stronger in approach. Dave had not had the opportunity to consult with Tom Price on this. ACTION: Dave to have another look at the wording of this.
Engagement Strategy	An Engagement Strategy document has now been produced and given the okay by CBC and the Parish Council.
Project Plan	Alec has updated this and will post the latest version on Drop-Box.
Document Links	Dave has all documents saved on One-Drive, but will get a copy of all current documents onto Drop-Box, so that these are available to all and this will also provide a back-up of the Master Copies.

5. Feedback on Engagement Strategy	Tom Price went through this thoroughly and was happy with it. He will pass on an up to date list of contact details of Consultees to be included. An answerphone log-in system for telephone data has been set up, that will record the date, time, name, query, action taken etc. of each call received. Questions will be passed on to the relevant WG Chair to answer and deal with. Responses forms will be posted or delivered, if requested; otherwise responses can be submitted on-line. Tom Price made reference to the fact that Sutton NP Group were intending to hold Drop-In Sessions – How did we feel about this? It was agreed that we would stick to our plan of holding ‘View by Appointment’ sessions at the Village Hall. Drop-In Sessions in the past have not been particularly well attended and we might incur criticism for trying to hold them, while still in a pandemic situation. It was felt that we were making many options available for people to respond. ACTION: Dave would chase Tom Price for updated list of Consultees.
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6. Scheduling of NP Regulation 14 Consultation	Dave has circulated a ‘Step by Step List’ for the lead up to the launch of Reg 14 and through the duration of the consultation. It was agreed on a start date of Thursday, 24th September 2020. The revised wording of the Promotional Leaflet Insert needs to be agreed. It was appreciated that we will not get 100% agreement on the content of the Draft Plan, but it was felt important that everyone was made aware of the fact that this was a really important opportunity for people to have their say, before the Plan was progressed to the final stages by CBC. ACTION: Dave will look at rewording the Leaflet Insert to make it clear that this was “the time” for their opinions to be heard. ACTION: Angela to put together a delivery schedule of the Leaflet and circulate to all volunteers on the SG.
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7. Outstanding Preparations	The number of documents needed to be printed was reviewed:- Leaflet & Insert – 500 (Cost approx. £120 + £30) Response Form – 250 Draft Plan – 20 (Cost approx. £106 + small additional cost to bind) Design Statement – 20 Additional Documents – 10 Printers will take 2-3 days to turn these around. If costs start to escalate, then we can modify the numbers needed, although still confident that we have enough money to cover the costs envisaged. ACTION: Dave will instruct the PC at their next meeting (02/09/20) that the SG are ready to launch Reg 14 on Thursday, 24th September 2020 and that this will run for 8 weeks.
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8. Finance	Nothing has changed since the last meeting. Money still available for printing costs and still have £500 available from the Parish Council to use if needed.
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9. Project Plan	Alec will update this and post on Drop-Box. Progress has been slower than originally hoped, but things are moving again now.
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10. A.O.B.	Everyone was happy to move forward with launch on 24/09/20. It was agreed that reminders during the 8 weeks period of consultation would be a good idea, to remind people to respond within the time; ie. Notification in the Parish Newsletter, posters around the parish etc. ACTION: Dave to inform Tom Price at CBC and the Parish Council of the launch date. Date of next meeting to be confirmed; possibly two weeks after the launch date of 24/09/20.
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Date and time of next meeting: TBA