



# Swavesey Neighbourhood Plan Steering Group Meeting

To all members of the Swavesey Neighbourhood Plan Steering Group

**DATE: Monday 9<sup>th</sup> April 2018**

**TIME: 7.00pm**

**VENUE: Business Cloud Integration,  
Unit 1, Carisbrooke Court  
Buckingway Business Park**

Mrs L Miller, Clerk to Swavesey Parish Council, 3<sup>rd</sup> April 2018

QUORUM: 8

## AGENDA

| Item Ref.     | Item  | Lead         |
|---------------|---|--------------|
| 2018/04NHP-1  | <b>Welcome and to receive and approve apologies for absence</b>   | Chair        |
| 2018/04NHP-2  | <b>Declarations of Interest</b>   |              |
| 2018/04NHP-3  | <b>To approve the notes</b> from the meeting held on 05/03/2018<br>Matters Arising  | Chair        |
| 2018/04NHP-4  | <b>Housing Needs Survey</b><br>To consider if the Group could organise its own Housing Needs Survey or incorporate a short survey into future consultation events | All          |
| 2018/04NHP-5  | <b>Character Assessment Working Group</b><br>Membership of the Working Group and confirm meeting dates and remit  | All          |
| 2018/04NHP-6  | <b>Consultation Events</b><br>To approve a template consultation form<br>To set dates and venues for small consultation events                                    | SS/VB<br>All |
| 2018/04NHP-7  | <b>Festival Gala Day Stall</b> - To plan what the stall will include and to organise the drone video of the village   | All          |
| 2018/04NHP-8  | <b>Annual Parish Meeting, Weds 11<sup>th</sup> April, 7.30pm</b><br>To confirm final details for update on the Plan progress                                      | VB           |
| 2018/04NHP-9  | <b>Items for information and next meeting</b>   | Chair        |
| 2018/04NHP-10 | <b>Date &amp; venue of next meeting to be agreed</b><br>Mon 14 <sup>th</sup> May, 7pm   | Chair        |

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**Swavesey Neighbourhood Plan Steering Group Chairman – Mr Chas Barclay**

Clerk to the Steering Group: Mrs Linda Miller, c/o Memorial Hall, High St, Swavesey, CB24 4QU

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## Agenda Notes

My apologies but I will not be able to attend the meeting due to another meeting already in the diary. Vicki has kindly offered to take the notes instead.

Item 1 – Stuart Websdale has written to say that he has to stand down from the Steering Group due to increased work and family commitments. He asked that I pass on his thanks to all and genuine apologies for not being able to do more.

Item 3 - Notes circulated. Matters Arising (not covered in remaining Agenda items):  
Website views – I have asked but not yet had an answer, I have chased this up again.  
SCDC Support Plan – the Parish Council agreed to sign the MoU with SCDC

Item 4 - Housing Needs Survey  
ACRE can undertake a HNS but at a cost, approx. £2,800. The only way they could get it FOC for us would be via a Housing Association if there was an Exception Site opportunity to build an affordable housing development (eg Home Close again), which currently there isn't. Therefore the only opportunity without significant cost is for the group to include housing needs questions in future consultation.

Item 5 - Character Assessment

- I have asked the Camera Club if they would help by photographing areas of the village. Simon Shore thought they would and would speak to the Committee but I haven't heard back yet, I have chased this up today.
- Working Group – I sent an email out after the last meeting, so far I have noted that the membership of this working group would be: Doug, Selwyn, Richard. I have set up a Dropbox folder for Character Assessment info.
- ACRE's map from the workshop – obtained and emailed to Vicki & on Dropbox folder
- Conservation Report – on Dropbox folder
- Drone video – discuss under Festival item. I did ask ages ago and Jon said he would be able to help, I haven't followed this up yet as it needs someone to speak to Jon to confirm exactly what is required.
- Flood Video – I don't have a copy of this – does anyone else – or could the Group purchase a copy if there are still copies available (possibly from Simon Shore).
- A copy of Selwyn's Flood Risk Update for Swavesey – draft copy from May 2017 – on the Dropbox Next Meeting folder for info.
- Vicki to report on contact with Clive Barnes
- No further info from SCDC yet on their Character Assessment support

Item 6 - Consultation Events

Vicki and Sandie to report on this

Item 7 - Festival Gala Day Stall

A stall space needs to be booked with Margarat Guest and a Gazebo booked via me.  
Need to appoint a couple of people to organise this stall please

Item 8 - Annual Parish Meeting

Vicki agreed to give a short update at the meeting which will be on Weds evening next week, 11<sup>th</sup> April in the Memorial Hall – you just need to confirm that this is still OK and if anything is needed

Items 9 & 10 – First Monday in May is Bank Holiday so the May meeting will be on 14<sup>th</sup> – is Sharon's room available please? If not I will check re the Hall meeting room.