



Swavesey Neighbourhood Plan Steering Group Meeting

Notes from Meeting held Thursday 19th January 2017, 7.00pm, Swavesey Memorial Hall

Present: Parish Cllrs: Doug Hunt (DH), Martin Johnston(MJ), Will Wright (WW)
Jonathan Adams (JA), Jessica Adams (JeA), Chas Barclay (CB), Marian Bentley (MB), Vicki Bidwell (VB), Simon Dawson (SD), Peter Fuller (PF), H  l  ne Kenmere (HK), Matt Johnson (MJ), Glyn Jones (GJ), Lynsey Newbury (LN), Malcolm Parker (MP), Selwyn Richardson (SR), Sharon Sumner (SS), Michelle Tracey (MT), Stuart Websdale (SW), Peter Wilderspin (PW)

Notes taken by: Linda Miller (Parish Council Clerk) (LM)

- 2017/01NHP-1 **To receive and approve apologies for absence**
Nick Smart, Parish Cllr Sandie Smith, Jon Tracey,
(Received the following morning: Sue Rogers, Stuart Ballard)
- 2017/01NHP-2 **Declarations of Interest**
Vicki Bidwell – father owns the land on which there is a proposal for 56 new homes off Fen Drayton Rd. VB added that she has no financial interest in this land and will not benefit financially from any development.
- 2017/01NHP-3 **Welcome and Introductions**
Will Wright (Chairman of the Parish Council) welcomed everyone to the meeting and introductions from all were received.
- 2017/01NHP-4 **Background and Progress Report**
WW gave a background to the reasons why the Parish Council has agreed to promote a NH Plan project, previous consultations during 2016, information on other parishes within S Cambs who are also drawing up NH Plans and the guidance information there is available for Steering Groups.
Funding is available through Locality – MyCommunity (supported by the Dept for Communities and Local Govt).
- 2017/01NHP-5 **Action required and general discussion**
An open discussion took place to understand more of what an NH Plan is, how it is drawn up and what involvement is required by members of the community. Main points included:
- Steering Group Terms of Reference. A model ToR was circulated for discussion which was generally accepted as covering all that was required. It was agreed that as it was the first time everyone had met and discussed this, approving a ToR would be **deferred until the next meeting**, to give time to read through and consider it.

**Next
Mtg**

- Roles & Responsibilities. Agreed to defer to the next meeting to elect Chairman, Vice-Chair and other roles. In the meantime **everyone to send to the Clerk a short resume of themselves, their skills and if they are interested in taking on one of the main roles**. Discussion and elections can then take place at **the next meeting**. All Next Mtg
- SCDC Workshop 22 Feb – Policy Writing. Although only at the start of the project, it was agreed it could be helpful if a few attended this. WW would attend, anyone else to let the Clerk know. **LM to find out** if reps from Gamlingay and Stapleford/Gt Shelford are attending. All LM
- Timeline – **LM to circulate information** on how long Plans are projected to take and in what order tasks are carried out. LM
- Plan Examples – **LM to email out links** to other Plans as references, eg list from recent SCDC workshop. LM
- Proposal on joint working – A proposal from Gamlingay NH Plan group, for joint working on two areas with Swavesey and Stapleford/Gt Shelford Groups was discussed.:
 1. An independent assessment of local housing need. Up to date evidence of the housing need in our localities (based on current population figures and anticipated growth).
 2. An assessment by planning professionals of the core policies from the SCDC Plan that our neighbourhood plans will need to be in compliance with. We need to know which of the policies listed carry most weight in order to ‘future proof’ our neighbourhood plans – particularly in relation to policies on housing.**Agreed to work with Gamlingay** on this as it could provide cost savings if professionals were engaged jointly by the three Plan groups. The Clerk to reply expressing the group’s interest. Further details to be obtained together with potential costs. LM

- 2017/01NHP-6 **Items for next meeting**
- To agree Terms of Reference
 - To elect a Chairman, Vice-Chairman and other roles and responsibilities
 - To set schedule for future meetings

- 2017/01NHP-7 **Next meeting**
Provisionally Tues 7th February, 7pm – LM to confirm by email LM

Following the meeting – Next meeting now confirmed for Mon 6th Feb, 7pm

WW thanked everyone for their time and input – meeting closed at 8.45pm

APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE MEETING HELD ON 06/02/17

Swavesey Parish Council Chairman – Mr Will Wright

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