



Swavesey Neighbourhood Plan Steering Group Meeting

Notes from Meeting held 6th February 2017, 7.00pm, Swavesey Memorial Hall

Present: Parish Cllrs: Doug Hunt (DH), Martin Johnston(MJ), Sandi Smith (SSm) Will Wright (WW) Jonathan Adams (JA), Jessica Adams (JeA), Chas Barclay (CB), Vicki Bidwell (VB), Peter Fuller (PF), H  l  ne Kenmere (HK), Lynsey Newbery (LN), Malcolm Parker (MP), Selwyn Richardson (SR), Sharon Sumner (SS), Stuart Websdale (SW), Peter Wilderspin (PW)

Notes taken by: Linda Miller (Parish Council Clerk)

- 2017/02NHP-1 **To receive and approve apologies for absence**
Glyn Jones (GJ), Nick Smart (NS), Jon Tracey(JT)
- 2017/02NHP-2 **Declarations of Interest**
Vicki Bidwell – uncle owns the land on which there has been a proposal for 99 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.
- 2017/02NHP-3 **To approve the notes from the meeting held 19/01/2017**
The notes were approved as a correct record and signed by the Chairman.
No matters arising.
- 2017/02NHP-4 **To approve terms of reference**
Draft ToR circulated. Amendments agreed to set the quorum for meetings, clarify voting procedure and that expenses are for out of pocket expenses only. Before the quorum could be agreed it was decided to discuss and appoint the Roles and Responsibilities.
- 2017/02NHP-5 **Election of Officers**
Chairman – Chas Barclay volunteered, seconded and elected unanimously
Parish Council Liaison – Doug Hunt volunteered, seconded and elected unanimously
PR/Communications – Jessica Adams volunteered to help after May of this year, in particular to help with Facebook and online communication.
Stuart Websdale volunteered to co-ordinate general PR/Communications. Both were seconded and elected unanimously.
Clerk – Linda Miller offered to continue as Clerk, to be reviewed in a few months depending on workload. Seconded and elected unanimously.
Vice-Chair – Vicki Bidwell volunteered, seconded and elected unanimously.
Finance – Lynsey Newbury volunteered, seconded and elected unanimously.
- Back to Item **Terms of Reference**
2017/02NHP-4 Having elected 6 Officers and with currently 24 registered members of the Steering Group, it was agreed that the Quorum would be 8 (one third of the total membership of the Steering Group).

2017/02NHP-6 To discuss next actions, including**• SCDC training/workshops:**

- 22nd Feb –Policy writing - WW, PW, LN attending. CB also to attend.
- 13th Mar – Affordable Housing – MJ, WW attending. CB also to attend.

2017/02NHP-7 Format and dates for next meetings

MJ asked where future meetings will be held, as the Memorial Hall Charity has to charge for the use of the meeting room (Parish Council has picked up the cost for these first two meetings in order to set up the Group). SS offered free of charge use of her business meeting room in Carisbrooke Court on Buckingham Business Park. The Group thanked SS and agreed to hold the next meeting there.

Agreed that Steering Group meetings would be on the first Monday of each month, 7pm. Bank holidays excepted.

Meeting closed at 8.07pm

APPROVED AS A CORRECT RECORD BY THE MEETING HELD ON 6TH MARCH 2017 AND SIGNED BY THE CHAIRMAN