



Swavesey Neighbourhood Plan

Project Plan

[picture in the background?]

Contents

Background

Following an unprecedented interest to develop land in and around the village it presented an opportunity for the community of Swavesey to take responsibility for the future planning considerations. With the adding pressure for housing, ongoing concerns with flood plain management, provision of good sustainable education and prime access to major road networks it has prompted the decision that a Neighbourhood Plan for the village is required. The provision of a locally driven strategy to manage the successful evolution and development of Swavesey has been supported by the residents and of January 2017 the formation of the Neighbourhood Plan Steering Group took shape.

Vision/objectives

- To develop and maintain a steering group that will be the key driving force behind the development of the NP
- To draft a programme for producing a Neighbourhood Plan.
- To identify how the community will be consulted and involved in the process
- To actively engage with the community (stakeholders) to identify the key objectives of the area (the designated Neighbourhood Area)
- To form a Neighbourhood Plan that addresses the key objectives to shape future planning considerations.

The Neighbourhood Plan Preparation Process

The process required to produce a Neighbourhood Plan that meets regulatory requirements is noted to take a minimum of two years. This includes the time required to formally identify a Neighbourhood Area and to conclude a Neighbourhood Forum (a legal entity acting on behalf of the Neighbourhood Area where the Area is not limited to a parish area).

A. The Neighbourhood Area (Neighbourhood Plan Area)

During early 2016 Swavesey Parish council (SPC) discussed the possibility of generating a Neighbourhood Plan as a good way to enable the parish to influence the future shape of Swavesey. At the Annual Parish Meeting in April a presentation was given as to what a NP was and what was involved, this was followed up by SPC appointing a working group to investigate if there was sufficient support within the village for such a plan. To see what support there was within the parish the working group had a stall at the Primary School Spring Fayre in May and at the Swavesey Festival in June at during these events the working group gathered information and a list of volunteers interested in being involved.

Swavesey Parish Council consulted with Parish Councils responsible for neighbouring Parishes to see if they were considering the development of a Neighbourhood Plan and if so if there were any joint possibilities. At this time no other Parishes had declared an appetite to embark on such a project.

At the Swavesey Parish Council Meeting, held at The Memorial Hall on 22nd August 2016 it was agreed to go ahead with a NP.

Para: 10.4 - A Neighbourhood Plan for Swavesey Report circulated with recommendation from Council working group: to proceed with a Neighbourhood Plan and designate the entire parish area as the Neighbourhood Area. Unanimously approved. Residents who had signed up to join the working party to be contacted to update on this approval and Cllrs on the working group to arrange a Working Group meeting to progress the proposal.

An application was then submitted to South Cambridgeshire District Council for approval. The application defining the Neighbourhood Area was submitted and was subsequently approved by South Cambridgeshire District Council on 23rd November 2016. The area is defined by the Parish Boundary (see the defining blue boundary on the map on page x).

The Neighbourhood Plan Area has largely been defined by the natural boundaries that surround the village. The River Gt Ouse to the North and A14 to the South provide significant boundaries, the west and east boundaries are defined as the Nature Reserve and the agricultural areas between neighbouring villages. With pressures for development all around the village, the agricultural surround to the village is considered important for the future of the village.

B. The formation of a Swavesey Neighbourhood Plan Steering Group

Following an active appeal by Swavesey Parish Council at a number of local events promoting the opportunity the residents identified a need for a Neighbourhood Plan to be created. Councillors took the names and contact details for those willing to be part of a committee along with potential involvement in either a steering group or to be part of the consultation process.

An initial meeting of local residents and people working within the Parish of Swavesey took place to commence proceedings. The following meeting formalised the process with 24 residents confirming the status of the Steering Group members (exceeding the legal minimum of 21) to lead and coordinate the development of the plan.

From here Terms of Reference were drafted which form the basis of the constitution of the group (Governance structures/management and control covered in section xx of this Project Plan).

Insert a statement from the Swavesey Parish Council confirming that they are the acting accountable body to the Swavesey Neighbourhood Plan Steering Group and that they are supportive of the delivery of this Project/Development Plan.

To see the details of the committee members see Appendix 2 of this Project/Development Plan.

C. The development of the Swavesey Neighbourhood Plan

The process for preparing the plan has been driven by the Committee Members [need to identify who the Committee Members are] and the Working Groups of the Steering Group.

The activities identified in section xx of this Project Plan packages have been identified to successfully deliver a Neighbourhood Plan within an agreed timescale. The activities are based on [x] key stages being completed prior to a Referendum being held.

The Development of the Neighbourhood Plan; Activities Identified

This activities and timetable identified is Swavesey NP Steering Groups interpretation of the tasks that need to be completed to meet the Neighbourhood Planning (General) Regulations 2012. As more up-to-date guidance and best practice examples become available this timetable may be updated to reflect that information.

The timetable assumes that some tasks can be carried out concurrently. The timescale also assumes that it would be possible to start preparing the draft Neighbourhood Plan using consultation responses received before the end of the consultation period. If this is not suitable, timescales will have to be amended to allow the consultation period to be completed before drafting starts.

The timetable also assumes that sufficient resources are available to complete these tasks in the given timescales. If there is a resource issue or a task is more complex than anticipated, then the 'weeks allocated' may have to be extended. The timetable also assumes that a consultation period starts on a Monday, rather than mid-week (which would then show as seven weeks on the timetable).

Where the Regulations state a minimum consultation period, this is reflected (in bold) in the timetable, but a longer period may be considered appropriate.

1. Draft Communication Strategy

Identify a Working Group to progress this activity

Allocate an owner (Jessica A/Stuart W to lead on this?).

A Communication Strategy should identify a range of communications channels and activities that will engage all sections of the community. The Communication Strategy will identify the necessary resources required to deliver the strategy as well as the timescales/level of engagement and costs associated with community engagement.

Publicity/marketing routes:

- Identify a list

It is likely that this activity will take [xx] days/weeks/months.

Actively take on this work. Agree update points, who will lead etc.

2. Identify the Community

This will capture the Sections of the community we need to identify with (What is the Neighbourhood?).

- Identify a Working Group to progress this activity

3. Evidence gathering

- Identify a Working Group to progress this activity
- Identify and document existing evidence sources;
- Identify key findings in the existing evidence; set the context, similarities in significant findings/gaps in evidence?
- Establish where new surveys/ data gathering exercises are required; including the datasets that need to be researched.

4. Identify a pre-plan consultation group

A group who can actively engage with the community at the pre-survey/questionnaire stage to capture key objectives.

- Work with Comms leads to identify who the audience is. Publicise activity and engage. (budget?)
- Roll out pre-plan community engagement exercise
- Draft a pre-plan survey to capture the communities priority objectives/key concerns.

5. Consultation with community (pre-consultation/identifying key community objectives)

6. Consolidation of findings.

6.1. Analyse findings.

6.2. Make recommendations; questions to ask in the final survey/questionnaire or to propose additional resource for professional service/surveys/research etc.

7. Sustainability Appraisal/Assessment. The potential social, environmental and economic impacts of a Neighbourhood Plan. Its purpose is to provide a framework against which the likely impact of the policies in a Neighbourhood Plan can be assessed. It is a process that is required to be started at the beginning of plan making and continued in parallel with the production of the Neighbourhood Plan. As such a Scoping Report will need to be produced.

8. Build on evidence base

- Identify a group who will lead on establishing areas that require further review/investigation. These might include an Environmental Impact Assessment, a flood impact assessment, etc.?? The group must be aware of the budget allowed for such activities.

x. Design/Develop Draft Neighbourhood Plan. Consider if we need to procure services of a consultant or does the Steering Group have the skills/resource to write the report without additional assistance? Budget will need to allow for external services.

Need to consider procurement process for consultancy. Need a working group to draft the tender spec, assess, validate and propose a winning bidder to the Steering Group.

Project Costs and Funding Options

Costs of developing a Neighbourhood Plan

- Administration; cost of a clerk (£?), venues (£15 per meeting x 24 meetings £360), Miscellaneous costs (consumables, expenses, overheads) £1k
- Publicity and marketing £500
- Courses for courses, training officers/working groups (£??) (could Parish Council meet costs?)
- Community engagement (£??)
- Evidence gathering; £1k survey printing (1,500 copies?), data analyses
- Consultation, dealing with new issues arising following consultation
- Professional services; traffic consultant £1.5k, £2k hydrologist/flood plain survey, £2.5k planning consultant.
- Procuring specialists to write the NP; professional consultancy (£??)
- Independent examination £1k??
- Public referendum £2k??

Total currently identified as **£11,860** (still need to identify costs)

Project income/resources

Swavesey Parish Council funds; 2017/18 £3,000.00, 2018/19 £???, 2019/20 £???

Possible funding options: Locality, SCDC contributions?

Private funding? Donations, cloud funding, fund raising, precept, developers who have an interest in land within the declared boundary (**must not be influencing the decision of the NP outcome**).

Voluntary in-kind? Who can provide services to help develop/draft the report.

Long term finance of adjusting the NP to meet objectives: PC?

Post Neighbourhood Plan adoption/further considerations:

Legal requirements to uphold the plan; cost considerations; should enforcement of the Plan be required/upheld costs will be incurred.

Modifications/updates need to be made to the plan because of unexpected circumstances; designated housing areas be deemed as unsuitable or significant changes to the infrastructure in and around Swavesey

Unexpected increase in economic growth; how do we manage a surge in businesses looking to invest in the area? Are there sectors that are priority sectors i.e. agricultural, SME's start-ups, ???

New or existing business areas looking to expand; how does the village consider areas designated for business development?

Review points? Are there regular review points/biannually/annually?

Evaluations? Is the Plan achieving what it set out to achieve?

References

Documents used to support statements/evidence base?

Appendix 1

Constitution/Terms of Reference [to be added]

To include:

monthly Steering Group meetings, the Committee meet once/twice a month in addition to the Steering Group meetings

All those living and working within the Neighbourhood Plan area are openly welcomed to join the Steering Group. Process is to contact the Clerk for contact details.

Locations of meetings/issuing of agenda/meeting terms.

Appendix 2

Members of the Swavesey Neighbourhood Plan Steering Committee

The Steering Group for the Neighbourhood Plan has now been set up and consists of the following members:

Officers:

Name	Role	Profile/contact
Chas Barclay	Chairman	
Vicki Bidwell	Vice-Chair	
Doug Hunt	Parish Council Liaison	
Jessica Adams	Public Relations Coordinator	
Stuart Websdale	Public Relations Coordinator	
Lynsey Newbery	Finance Coordinator/NP Treasurer	
Linda Miller	Clerk (temporary basis until appointed a permanent Clerk)	
Amy Burden		
Marian Bentley		
Jonathan Adams		
Simon Dawson		
Wayne Dixon		
Peter Fuller		
Glyn Jones		
Martin Johnston		
Matt Johnson		
Hélène Kenmere		
Malcolm Parker		
Selwyn Richardson		
Sue Rogers		
Nick Smart		
Sandie Smith		
Sharon Sumner		
Tammy Taghavi		
Jon Tracey		
Michelle Tracey		
Peter Wilderspin		
Will Wright		

