



Swavesey Neighbourhood Plan Steering Group Meeting

Notes from Meeting held Monday 3rd April 2017, 7.00pm

Venue: Business Cloud Integration Ltd, Unit 1, Carisbrooke Court, Buckingham Business Park

Present: Vicki Bidwell (VB) – Vice-Chair – Chair of meeting,

Parish Cllrs: Doug Hunt (DH), Martin Johnston (MJ), Will Wright (WW)

Residents: Jonathan Adams (JA), Chas Barclay (CB) – Chairman, Glyn Jones (GJ), Lynsey Newbery (LN), Selwyn Richardson (SR), Sue Rogers (SR), Sharon Sumner (SS), Stuart Websdale (SW), Peter Wilderspin (PW)

Public: 0

Notes taken by: Linda Miller (Parish Council Clerk)

VB welcomed everyone to the meeting and thanked SS for the use of her business meeting room. New members of the consultation group, who had attended the recent focus group, were welcomed.

2017/04NHP-1 To receive and approve apologies for absence
Sandie Smith (SSm), Jessica Adams (JeA), Malcolm Parker (MP), Nick Smart (NS), Michelle Tracey (MT), Jon Tracey (JT)

2017/04NHP-2 Declarations of Interest - None

2017/04NHP-3 **To approve the notes** from the meeting held on 6th March 2017. Approved as a correct record and signed by the Chairman.
Matters Arising: Affordable Housing workshop at SCDC had been cancelled, to be re-arranged.

2017/03NHP-4 **To report from Open Meeting held 13th March 2017**
Notes circulated. Amended to show three focus groups rather than two. The Stakeholders and Communications are two separate groups – SW leading the Stakeholder contact compilation and CB & SW to look at Communications Strategies.

Focus groups will meet on the 3rd Mon each month at the White Horse Inn.
Meetings are open to anyone to join or listen in.

SR will now lead the third group, looking at sources of evidence. Notes from the meeting on 20th March were reviewed. Next meeting for this group will be Tues 25th April.

To update the Gantt Chart – SR expected evidence sources to be compiled by end May.

- 2017/04NHP-5 **Actions:**
- (i) **Management Structure**
 With such a large group of people, a hierarchy was agreed for ease of communication and discussion between Steering Group meetings as follows:
 Management Team: Chair, Vice-Chair, PC Liaison, Finance, Comms, Clerk
 Steering Group: from last three meetings, those who have regularly attended or given apologies
 Consultation Group: Others who wish to be involved and help out with focus groups but not regular Steering Group attendance
 Groups will be kept updated via website, facebook and Dropbox.
- Discussion held on email communication between meetings and requirements for decisions or recommendations via email. CB looking at best way to utilise email for this. **CB**
- (ii) **Communication Strategy**
 SW explained stakeholder spreadsheet and how it can be used to identify contact information, means and preference of contact for each group. Aim to finish populating this spreadsheet by 24th April ready for next meeting. LM confirmed the Parish Council is a registered Data Controller for holding personal contact details and that these will not be published on the website. A Steering Group contact was identified for as many of the stakeholders as possible – to be completed after the meeting. **All**
- (iii) **Gantt Chart** – briefly covered earlier. Noted that updates are required to target dates. Due to lack of time at this meeting VB to look at this separately. **VB**
- (iv) **Correspondence from Gamlingay NP Group**
 Gamlingay are looking at commissioning a Housing Survey and propose to do so in partnership with Swavesey – for both villages. An initial brief is being drawn up using Bedfordshire Rural Community Council, VB & LN will attend a meeting on Tues 11th April in Gamlingay to find out more. **Next Mtg**
- (v) **Visit from Bridget Smith (Gamlingay NP Group)**
 Following discussion with Bridget recently any visit needs to have a well-defined agenda and questions. Following further discussion it was agreed that a better way might be to organise a round-table networking meeting here in Swavesey, inviting reps from other S Cambs NP Groups to share experiences and ideas to help all groups. LM would contact other Clerks to find out interest and possible dates during May if possible. **LM**
- (vi) **Consultation Events**
1. **Annual Parish Meeting** – Weds 12th April, 7.30pm
 SW will present update on Plan progress and highlight need for stakeholder contact details and time frame for project. **SW**
 2. **Primary School Fayre** – Sat 20th May, 12noon-3pm
 Stand space booked, gazebo, tables, chairs available via Parish Council. LM borrowing NP banners from SCDC for both events.
 Children's games required to raise funds for PTA – agreed to use Allotment Assoc's marbles game, WW's buzzer/maze game plus a village map on a grid for a treasure hunt – buy a square and win the prize.
 Volunteers to attend to be agreed, CB to look at poster/banner design.
 Agreed that the reason for attending needs to be clear, so that a clear message is given. Need to raise awareness of the Project within the village

but also start to ask questions on what the main concerns of residents are and thoughts on the future of the village, to help towards identifying the Policy areas.

3. Other events

MayFest – Barrel Rolling; Spartans Day

Idea of a roving pop-up stall around the village, to help raise awareness.

Decided that this would be more suited to when the questionnaire is out, to encourage and remind people to complete the questionnaire.

- Publicity/display material is required. Pull-up display banners are approx. £50-£90 printed – two would be helpful. Large rectangular banners approx. £50. Agreed to look at designs.
- Posters are needed around the village.
- List of key dates for village events, Steering Group Meetings required.
- Possible loose flyer for inside Meridian Magazine
- Article to be written for next Meridian Magazine – by 20th April.

SW

2017/04NHP-6 Finance

LN & LM had reviewed a project budget, details circulated for comment. Parish Council funding to be used for items not eligible for Locality Grant funding, such as Clerk's salary, admin costs, expenses. Agreed that the Clerk's time would be paid for via role as Parish Clerk, the Parish Council to approve the details. LM after speaking to other NHPlan/PC Clerks suggested this would amount to approx. 10hrs a month.

The remaining costs, which are grant funding eligible, it was expected would amount to approx £9,000 over the course of the project, although at present some of the larger costs are only estimated.

Costs for publicity materials approved.

2017/04NHP-7 Items for next meeting

- WW attending SCDC Planning Committee Weds 5th April, when the second application for the Swavesey Ventures 70 new homes off 130 Middlewatch will be discussed. The Parish Council, District Cllr and a local resident will all be speaking in objection. General discussion held on situation with all of the major applications – this will also be presented at next week's Annual Parish Meeting.

2017/04NHP-8 Date & venue of next meeting

Mon 8th May 2017, 7pm, Unit 1 Carisbrooke Court, Buckingham Business Park

Meeting closed at 9.10pm

APPROVED AS A CORRECT RECORD BY THE MEETING HELD ON 8TH MAY 2017 AND SIGNED BY THE CHAIRMAN