



# Swavesey Neighbourhood Plan Steering Group Meeting

**Notes from Meeting held Monday 6<sup>th</sup> March 2017, 7.00pm**

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

**Present:** Chas Barclay (CB) - Chairman

Parish Cllrs: Sandi Smith (SSm) Will Wright (WW)

Residents: Jonathan Adams (JA), Vicki Bidwell (VB), Peter Fuller (PF), Glyn Jones (GJ), H  l  ne Kenmere (HK), Lynsey Newbery (LN), Malcolm Parker (MP), Selwyn Richardson (SR), Sue Rogers (SR), Nick Smart (NS), Sharon Sumner (SS), Michelle Tracey (MT), Stuart Websdale (SW), Peter Wilderspin (PW)

Public: 1

Notes taken by: Linda Miller (Parish Council Clerk)

- 2017/03NHP-1 To receive and approve apologies for absence  
Doug Hunt (DH), Martin Johnston(MJ), Jessica Adams (JeA), Jon Tracey (JT)
- 2017/03NHP-2 Declarations of Interest - None
- 2017/03NHP-3 **To approve the notes** from the meeting held on 6<sup>th</sup> February 2017. Approved as a correct record and signed by the Chairman.  
No Matters Arising
- 2017/03NHP-4 **To approve the Terms of Reference**  
Approved as circulated with no amendments
- 2017/03NHP-5 **To report on Policy Writing Workshop** attended on 22<sup>nd</sup> February 2017  
Attendance by CB, LN, PW, WW  
A verbal report was given. The workshop had been very useful and gave a good insight into what is required for policy writing and how to ensure full background evidence is provided for the policy statements. Networking with other NH Plan groups had been helpful.  
Main aim is to keep the policies in the Plan to the minimum required, ideally around 5 and no more than 20, but 20 is a very large amount. Be clear, concise and focussed.
- 2017/03NHP-6 **Actions:**
- (i) **Communication Strategy** – SW & JeA will co-ordinate. SW will circulate initial draft for comments. Noted that it is very important to reach every part of the community with as many different platforms for communication as possible. **SW  
JeA**
- LN asked if a poster could be provided, to display around the village, which will advertise the Plan and show the many ways in which people can find out more and contact the Plan Group. Agreed **LN**

- (ii) **Project Plan** – Explanation of the project plan and
- (iii) **Gantt Chart** – Explanation of the Gantt Chart  
 VB gave a presentation on the project plan, a draft had been circulated, explaining the process and how the Gantt chart will help to identify key actions and timescales. Full discussion held during the presentation. These documents will be published on the website as information and for residents to comment on.  
 Noted that as the Plan is formed, evidence base should include what development has already taken place in recent years, to show that the village is growing and providing for the future but within its own capacities.
- (iv) **Evidence gathering** – Is there any existing data of which people are aware?  
 A sub group to be formed to look at what there is and how to obtain it.
- (v) **Activities/workshop Workshop** – Need to organise a workshop to identify and distribute activities and workshops – Who? When?  
 Agreed to meet next Monday 13<sup>th</sup>, to identify the main activity areas for which immediate work is required, eg evidence gathering; identify stakeholders; review previous work, ie Parish Plan; consultation with community  
 Event to take place at The White Horse Inn, Market St, 7.30pm, an open discussion to identify the above (flip chart & post-it note activity). All
- (vi) **Do we want a visit from Bridget Smith (Gamlingay)**  
 Bridget Smith, who is working on the Gamlingay NP is willing to come and talk about their efforts. Do we want this? When? Questions to ask?  
 Agreed that group needs to know what it wishes to ask and gain from such a visit, therefore Chairman asked members to compile questions to be discussed at the next meeting. It would be better for Bridget if she had a clear brief of what information the group was looking for, then could visit the May meeting. Bridget to be contacted to provisionally book Mon 8<sup>th</sup> May to visit Swavesey. All
- (vii) **Meeting place**  
 Is the group happy with the venue, it being some distance from the village centre? Car sharing? Public attendance?  
 Agreed the Buckingway Business Park venue was excellent for a large attendance, however it was also agreed that other venues in the village should be included for other meetings, to enable as many people as possible to attend if they could. Bethel community rooms, the Memorial Hall, the White Horse Inn could all be used. Activity meetings should be rotated around venues and different times of the day also used, as well as taking activities to other venues and events.

#### 2017/03NHP-7 Items for next meeting

- Questions for Bridget Smith visit
- Update from Gamlingay NH Plan Group, following email received today re joint work on Housing Need assessments and joint piece of work on the policy wording context for the strategic policies identified by South Cambs.
- Gantt Chart update
- Communication Strategy
- Affordable Housing workshop at SCDC, 13<sup>th</sup> March – MJ & WW attending

2017/03NHP-8

**Date & venue of next meeting**

Mon 3<sup>rd</sup> April 2017, 7pm, Unit 1 Carisbrooke Court, Buckingham Business Park

VB was thanked for all the work put in over the past month to compile and present the Project Plan and Gantt Chart.

Meeting closed at 8.30pm

**APPROVED AS A CORRECT RECORD BY THE MEETING HELD ON 3<sup>rd</sup> APRIL 2017 AND SIGNED BY THE CHAIRMAN**