



# Swavesey Neighbourhood Plan Steering Group Meeting

**Notes from Meeting held Monday 8<sup>th</sup> May 2017, 7.00pm**

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

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

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

Residents: Vicki Bidwell (VB), Lynsey Newbery (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)

		<b>Action</b>
2017/05NHP-1	<b>To receive and approve apologies for absence</b> Jonathan Adams, Sandi Smith, Glyn Jones, H�el�ene Kenmere, Sue Rogers, Jon Tracey	
2017/05NHP-2	<b>Declarations of Interest</b> - None	
2017/05NHP-3	<b>To approve the notes</b> from the meeting held on 3 <sup>rd</sup> April 2017 - Approved as a correct record and signed by the Chairman Matters Arising No new date for the affordable housing workshop at SCDC yet – to contact	<b>LM</b>
2017/05NHP-4	<b>To report from meeting at Gamlingay re Housing Needs Survey</b> VB had attended the meeting with Beds Rural Council and Gamlingay’s NP Clerk to discuss potential Housing Needs survey and costs. This is the final survey which Gamlingay need to carry out so they are looking for a decision to proceed asap. VB suggested Swavesey needs a wider remit on a Housing Needs Survey and Beds RC do not really cover this area of the county. As Swavesey also needs other surveys/questionnaires, it might be better to merge all requirements into one main survey to ensure as many responses as possible, therefore at this early stage for us, it might not be appropriate to do the proposed joint housing survey just now. Following discussion this was agreed by all. VB to respond to Gamlingay NP Group.	<b>VB</b>
2017/05NHP-5	<b>To report from Existing Evidence Working Party</b> – Progress update SR reported on progress of evidence gathering, which is going well. SR and DH will be visiting SCDC on Weds to meet with Jenny Nuttycombe (NH Plan Assistance) to find out what information and documentation they have on Swavesey which can be used in our Plan. The Group has also look through the Cambridgeshire Insight website, which holds lots of census based data on households and village facilities. Next working group meeting will be on 23 <sup>rd</sup> May. Hoping to finish the evidence base by end June. SR gave apologies for not being able to attend the next Steering Group on 5 <sup>th</sup> June, someone else will report on progress.	

- 2017/05NHP-6 **Feedback from a visit to Hunstanton event re NH Plan Consultation**  
SR reported on the work of the Hunstanton NH Plan Group and how they have carried out their community consultation and questionnaire. They had not received many responses from the questionnaire from residents, they had included it as the centre pages of their village magazine.  
Thoughts from the Steering Group were that we should ensure it is a separate document and as with the Parish Plan, knock on doors to gain completed questionnaires as well as attend club meetings, village events and have plenty of boxes around the village for ease of returning completed questionnaires.
- 2017/05NHP-7 **Actions:**
- (i) **Communication Strategy** – update on spreadsheet completion  
SW talked through each spreadsheet and thanked people for the information fill in so far, more still to complete. The links between Steering Group members and stakeholders was explained, in that it would be easier if the link person could be the main contact to keep each group informed of what was happening with the Plan and when the questionnaire is ready to go out, be the person to lead on publicising this and encouraging return of the document. **All**
- (ii) **Project Plan – Gantt Chart** – Update and future activities  
VB had updated some of the timelines, however the consultation part now needed some work. The key concerns need to be added and timescales for workshop dates. This could come after the School Fayre when hopefully a better idea of residents’ key concerns will be gained. **VB, MT**  
LN, MT & MJ offered to help VB write up issues for consultation/workshops. **LN, MJ**
- (iii) **Consultation Events**  
**Primary School Fayre – Sat 20<sup>th</sup> May, 12noon – 3pm**
- VB leading. Stand space booked – LM to find out if could be moved to inside the school building, maybe main hall, as if weather is windy it will be very difficult to carry out the consultation work. **LM**
  - VB, SR, MT, CB, SW, LM will all be attending.
  - Fundraising games (for PTA) discussed, plenty of ideas in place, with prizes to be donated (sweets)
  - 2 x flipchart stands + paper, colour post-its, pens, etc provided by LM
  - Postcard size consultation leaflet to be produced, as a return card to identify area of most concern. VB to produce, LM to provide last year’s as a starter. **VB**
  - Posters and Bunting to promote stall. SCDC banners also available. **LM**
- (iv) **Round table discussion** with other NH Plan Groups – update  
11 other NP Groups emailed, 6 so far replied saying would like to take part in this. Agreed to use the Meeting Room at the Memorial Hall on Tues 20<sup>th</sup> June, 7.30pm. VB, CB, LN, LM to attend. LM to confirm with other groups. **LM**
- 2017/05NHP-6 **Items for information and next meeting**  
Next copy date for Meridian Magazine 20<sup>th</sup> June, for Aug-Sept issue **SW**  
SW to write up an update for the facebook and website pages. **SW**
- 2017/05NHP-7 Date & venue of next meeting  
**Monday 5<sup>th</sup> June 2017, 7pm, Business Cloud Integration, Buckingham Business Park.** VB thanked SS for again allowing the use of her offices for the meeting.

**APPROVED AS A CORRECT RECORD AT MEETING HELD ON 5<sup>th</sup> June 2017 & SIGNED BY THE CHAIRMAN**