



Swavesey Neighbourhood Plan Steering Group Meeting

Notes from Meeting held Monday 5th June 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), Sandi Smith (SSm) Will Wright (WW)

Residents: Jonathan Adams (JA), Marian Bentley (MB), Vicki Bidwell (VB), Peter Fuller (PF), Malcolm Parker (MP), Sharon Sumner (SS), Michelle Tracey (MT), Stuart Websdale (SW), Neil Williams (NW)

Notes taken by: Linda Miller (Parish Council Clerk)

- 2017/06NHP-1 **To receive and approve apologies for absence**
Martin Johnston(MJ), Glyn Jones (GJ), Lynsey Newbery (LN), Selwyn Richardson (SR), Sue Rogers (SR), Nick Smart (NS), Jon Tracey (JT), Peter Wilderspin (PW)
- 2017/06NHP-2 **Declarations of Interest** None
- 2017/06NHP-3 **To approve the notes** from the meeting held on 8th May 2017.
MT added to item 7 (ii) as a member of the group helping to write up issues for consultation.
All actions completed.
- 2017/06NHP-4 **To report from Consultation at Primary School Fayre, 20th May**
VB reported that 29 comment forms had been completed with good feedback – circulated to all.
Fayre had been well attended with lots of interest in the stand, particularly to do with the situation re the major planning applications.
To note for future events:
- Briefing notes for those manning the stand is very useful
 - Only one game/fundraiser preferred (too difficult to manage too many)
 - Map of proposed major development very useful – large laminated posters would be better for future events.
 - Simple flyer-update with contact details for people to take away would be good.
 - Large poster with 3 key progress items for the Plan project
- VB was thanked for her time in preparing the stand
- 2017/06NHP-5 **To report from Working Party Meetings**
Existing Evidence Working Group. DH reported on progress from this group including:
- From the evidence list obtained from SCDC, division into issue headings and locating sources of evidence which could be used as a base within the Swavesey Plan, to inform on policy.
 - PF reported on meeting with the Primary School Head Teacher re pupil numbers both current and anticipated over the next couple of years.

- PF also met with Principle at Village College for similar discussion. Noted that pressures are very different for the College. Northstowe Secondary school is due to open in 2019 and will include Longstanton within its catchment, which will impact on Swavesey College. However with increasing development in other catchment villages, this may not make such a significant difference.
- Agreed that data needs to be captured as of 'today' as a base and also at various stages through the Plan process, so that a picture of how pupil numbers change can be seen, to help forecast for the future.
- Anticipated that source evidence list can be completed by end June.

- 2017/06NHP-6 **Networking/Discussion meeting with other NH Plan Groups – Tues 20th June, 7.30pm, Memorial Hall**
LM confirmed those attending so far from Cottenham, Waterbeach, Histon & Impington, others awaiting confirmation. To chase up during this week. **LM**
LM to draft an agenda for the discussion and circulate for comments inc: **LM**
Gantt Chart
Pre-consultation survey – was this carried out, how?
How have groups captured potential areas for new housing or business?
How many questionnaires/surveys have groups carried out?
Have they done these themselves or used a professional company?
Paper and/or Survey Monkey or similar?
- 2017/06NHP-7 **Actions:**
- (i) **Communication Strategy**
Lots more contact details added, a few more still to update.
Agreed that very soon an initial email should be sent out to all on the list to introduce the NH Plan communications; confirm the correct contact details for the person/group/business; obtain permission that they can be contacted using these details (or provide alternative); explain what future communications/updates will be sent. **SW to coordinate**
- (ii) **Gantt Chart update item replace by discussion re Pre-consultation survey**
Draft survey circulated from VB, everyone asked to complete for timing and feedback on questions. Following discussion VB to amend the survey and review with SW/SS/WW/CH/MB. **VB**
Take to 20th June networking meeting for additional feedback.
To investigate use of Survey Monkey or similar and costs involved.
- (iii) **Future Consultation Events**
- **Compass Café**, 27th July (4th Thursday includes Baby Clinic so wider potential audience). 10.30am-12noon. Table, posters, leaflets, consultation form. **VB LM DH**
 - **Library** Leaflets, posters, questionnaires available all of the time
 - **Windmill (Kennels & Cattery)** Leaflets, etc available. Potential consultation at village events held there?
 - **Spartans Day** – thoughts that this would not be suitable due to the nature of the event.
 - **Church Fete** – didn't think this was taking place this year, LM to check
- 2017/06NHP-8 **Items for next meeting** No items raised
- 2017/06NHP-9 Next meeting: Monday 3rd July 2017, 7pm, Business Cloud Integration, Buckingham Business Park. Meeting closed at 8.35pm