



Swavesey Neighbourhood Plan Steering Group Meeting

Notes from Meeting held Monday 4th September 2017, 7.00pm

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

Present: Chas Barclay (CB) – Chair of meeting

Parish Cllrs: Doug Hunt (DH)

Residents: Vicki Bidwell (VB), Selwyn Richardson (SR), Malcolm Parker (MP), Sharon Sumner (SS),
Stuart Websdale (SW), Peter Wilderspin (PW)

Notes taken by: Linda Miller (Parish Council Clerk)

2017/09NHP-1 **To receive and approve apologies for absence**

Jonathan Adams (JA), Martin Johnston(MJ), Will Wright (WW), Michelle Tracey (MT)

2017/09NHP-2 **Declarations of Interest** - None

2017/09NHP-3 **To approve notes from meeting held on 7th August 2017**

Proposed and carried unanimously to approve the notes as a correct record of the meeting, Chair signed the notes.
No matters arising

2017/09NHP-4 **Cambs ACRE support for Neighbourhood Plans**

- (i) VB and the Clerk confirmed that the Parish Council raised no objections or comments on the Steering Group spending £400 on a scoping meeting with Cambridgeshire ACRE, to identify the steps for the Plan process and identify expenditure required to progress the Plan and apply for Locality Grant funding for future expenditure.

Recommendations had been obtained from other local Plan Groups on working with Cambridgeshire ACRE. To comply with Financial Regulations, ACRE work with three Planning Consultants and have obtained comparative quotes for work with Parish Groups. Previously the Steering Group had obtained quotes for consultation and survey work from Bedfordshire Rural Community Council (equivalent to Cambs ACRE) which had been more expensive.

All present confirmed their agreement with working with Cambridgeshire ACRE.

- (ii) Scoping meeting to be arranged, suggested dates were 26th or 27th Sept. The Clerk to email around availability of Management Team members to confirm the date and also confirm the exact format for the meeting from Mark Deas of ACRE.

Clerk

- 2017/09NHP-5 Pre-consultation Survey**
 VB reported that 159 surveys had been returned and thanked LM and MT for their help in entering paper surveys to the online Google forms. The Group reviewed the responses and agreed that a wide range of responses had been received across the community.
 VB would ask the Primary School if they would circulate the online link to the survey via their parentmail, as there was another 4 weeks until the cut-off date. **VB**
 SW to email sports club contacts as well to encourage more responses. **SW**
 LM to circulate the graphs of the responses to Cambridgeshire ACRE prior to the scoping meeting, for information. **LM**
- 2017/09NHP-6 **Working Party Meetings**
 None held since last meeting
- 2017/09NHP-7 **Actions:**
- (i) **Communications**
 SW to review contacts spreadsheet. Agreed that survey results after end of Sept could be emailed out as a PDF doc to the stakeholder contacts for info and to thank them for their help in gaining responses. **SW**
 VB had written an update for the next Meridian Magazine, due out in Oct
 - (ii) **Project Plan and Gantt Chart**
 VB to update after meeting with Cambs ACRE **VB**
- 2017/09NHP-8 **Items for information and next meeting**
 LM noted that Peakirk near Peterborough had now had their Neighbourhood Plan adopted by Peterborough Council (CPRE newsletter). SW noted that from the responses to the survey, themes are coming through and analysis at the end should clearly show these.
- 2017/09NHP-9 Date & venue of next meeting
Monday 2nd October 2017, 7pm, Business Cloud Intervention offices
 SW gave apologies for next meeting

Meeting concluded at 8.05pm

Notes approved as a correct record and signed by the Chairman at the meeting held on 2nd October 2017