



# Swavesey Neighbourhood Plan Steering Group Meeting

**Notes from Meeting held Monday 7<sup>th</sup> August 2017, 7.00pm**

**Venue: The Memorial Hall, Swavesey**

**Present:** Vicki Bidwell (VB) – Chair of meeting  
 Parish Cllrs: Martin Johnston(MJ), Sandi Smith (SSm)  
 Residents: Jonathan Adams (JA), Glyn Jones (GJ), Selwyn Richardson (SR), Michelle Tracey (MT),  
 Stuart Websdale (SW)

Notes taken by: Linda Miller (Parish Council Clerk)

The Chair welcomed Mr Mark Deas, Rural Housing Enabler and Neighbourhood Planning Officer for Cambridgeshire ACRE (Cambs ACRE) to the meeting.

2017/08NHP-1 **To receive and approve apologies for absence**  
 Chas Barclay (CB) – Chair, Doug Hunt (DH), Will Wright (WW), Peter Fuller (PF), Matt Johnson (MJ), Malcolm Parker (MP), Sharon Sumner (SS),

2017/08NHP-2 **Declarations of Interest**  
 VB – Parents have submitted a planning application for two new dwellings on land off Hale Rd and Laragh Homes have submitted amendments to their current planning application for 56 homes on land north of Fen Drayton Rd, on land which her parents own.

2017/08NHP-3 **To approve notes from meeting held on 3<sup>rd</sup> July 2017**  
 Proposed and carried unanimously to approve the notes as a correct record of the meeting, Chair signed the notes.  
 No matters arising

2017/08NHP-4 **Cambs ACRE support for Neighbourhood Plans**  
 (i) Chair introduced Mr Deas from Cambs ACRE. Mr Deas gave a brief background to Cambs ACRE and confirmed that there are now approx. 40 parishes in Cambs looking at producing a NH Plan. Cambs ACRE is working with 8 in Cambridgeshire and 3 in Norfolk & Suffolk.

Cambs ACRE's initial support costs £400 and includes:  
 Scoping meeting: to help Cambs ACRE to understand the group's needs and so that the group can understand how Cambs ACRE can most effectively support them. Cambs ACRE will explain the financial cost of support and the help that may be available to fund it. The key outcomes will be an agreement on the 'style' of Cambs ACRE's support (doing, supporting, advising) and a detailed work plan and costing for stage 2 which is the community engagement stage. The support given at this scoping stage will provide all the materials for the group to submit a robust funding application to Locality for the funding of the main community engagement process.

Locality's current funding programme is due to end on 31<sup>st</sup> January, however it is expected a new funding stream will come online from April 2018. Any grant funding has to be ready to be spent and to be spent within 6 months or the end of the financial year, whichever is first.

Cambs ACRE work with partners and for the NH Plan support is working with Rachel Hogger from Modicum Planning, who has a strong background in working on NH Plans.

If the Group wishes to adopt the services from Cambs ACRE a meeting could be arranged for around mid-September.

Locality grants are usually approved within 2-3 weeks of application.

General discussion followed on various NH Plan issues including templates available on the Locality website, relationship with Local Plans, housing supply, land use and various ways in which to consult and engage with the local community.

VB thanked Mr Deas for his time in attending and he left the meeting at 7.55pm.

#### **Review**

- ii) The Clerk confirmed availability of funds within the allocated Neighbourhood Plan budget. The group reviewed the discussion and following a vote unanimously agreed to endorse an expenditure of up to £400, to be put to the Parish Council as a recommendation, on professional support to help with the next stage and grant application. The Clerk and VB will contact other NH Plan groups to seek advice on alternative options (to demonstrate value for money) to ensure procurement requirements are met.

**PC August  
Agenda**

#### **2017/08NHP-5 Compass Café Consultation**

VB reported on a successful consultation at the café on 27<sup>th</sup> July. Around 15 questionnaires were completed and lots of people spoken to about the NH Plan.

#### **2017/08NHP-6 Working Party Meetings**

- (i) Pre-consultation Working Group
- Survey – now being circulation, approx. 50 replies received so far. VB has now compiled an online survey via Google Forms (FOC), which will be circulated this week. Closing date of 30<sup>th</sup> Sept, with hope of receiving approx. 200 replies (c10% of village adult population as per 2011 census data).
  - Agreed to input all paper & email survey replies into the Google Forms online survey, so that data can be analysed. VB, MT and LM to action.
  - Agreed to do this as replies are received, so that if there are any gaps in types of respondees they can be targeted before the closing date.
  - Events/meetings – awaiting confirmation from WI Group as to when we could attend a meeting, maybe August or possibly early October.
- (ii) Existing Evidence Working Group
- SR reported that some additional evidence has been identified via the City Deal website, however this is evolving as the project evolves and will be

**VB**

**VB, MT,  
LM**

- 2017/08NHP-7 kept up to date. Includes information on Rural Travel Hubs and Greenways (new cycle routes).  
**Actions:**  
**Communications**  
VB to circulate a general update to everyone, to also be used as a base for a Meridian Magazine update (SW) – copydate 20<sup>th</sup> Aug for Oct-Nov issue. VB had updated the Gantt Chart – on Dropbox for all to view. **VB**  
**SW**
- 2017/08NHP-8 **Items for information and next meeting**  
VB noted an article in the current Meridian Magazine for the Galon Trust, who can assist elderly residents with winter fuel grants.  
MJ gave apologies for next meeting.
- 2017/08NHP-9 Date & venue of next meeting  
**Monday 4<sup>th</sup> September 2017**, 7pm, Venue to be confirmed **LM**

Meeting concluded at 8.25pm

**Notes approved as a correct record and signed by the Chairman at the meeting held on 4<sup>th</sup> September 2017**