



# Swavesey Neighbourhood Plan Steering Group Meeting

## Notes from Meeting held Monday 2<sup>nd</sup> October 2017, 7.00pm

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

**Present:** Vicki Bidwell (VB) – Chair of meeting

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

Residents: Richard Hart (RH), Lynsey Newbury (LN), Selwyn Richardson (SR), Sharon Sumner (SS)

Notes taken by: Linda Miller (Parish Council Clerk)

### 2017/10NHP-1 **To receive and approve apologies for absence**

Chas Barclay (CB), Jonathan Adams (JA), Glyn Jones (GJ), Malcolm Parker (MP), Sue Rogers (SR), Michelle Tracey (MT), Stuart Websdale (SW), Neil Williams (NW)

VB welcomed every to the meeting and introduced Richard Hart who has joined the Steering Group. Introductions from everyone present also made.

### 2017/10NHP-2 **Declarations of Interest - None**

### 2017/10NHP-3 **To approve notes from meeting held on 4<sup>th</sup> September 2017**

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

### 2017/10NHP-4 **Cambs ACRE support for Neighbourhood Plans**

- (i) VB, DH, CB and the Clerk had met with Mark Deas of Cambs ACRE and Natalie Blaken, Planning Consultant, on 27<sup>th</sup> Sept for the Scoping Meeting as agreed at the last NH Plan meeting. Mark Deas will be sending through a report and options for how the Group could proceed and apply for Locality grant funding within the next week. **LM to circulate the report.** A verbal report on the meeting was given, which was considered to have been very helpful and identified many items to consider for future consultation and how to focus on what issues are relevant for the policies to be included in the Plan. Discussion was held covering this report.

Clerk

#### Items to consider:

- Produce a Character Assessment for the village
- Produce an Environmental Assessment for the village
- Organise workshops/drop ins for residents to attend and help identify their concerns, issues and add into the discussion on future land use around the village
- Take photographs of the whole village, identify types and styles of housing, business units, specific areas of the village – open space, farms, countryside views, etc
- Use of a drone for aerial photos to illustrate village layout, roads, congestion points, parking issues, etc
- Do a traffic count on all roads to show level of traffic, identify through-traffic issues

- Contact SCDC to request forecast development proposals for Swavesey
- Collect photos of previous floods in the village to accompany land use proposals, to illustrate flood plain and flood risk issues
- Try to identify relevant professionals living in the village who may be able to help with specific areas of the plan. Skills and experience in: architecture, planning, flood risk/management, policy writing, conservation, etc

**All Steering Group members to consider the above together with the report from ACRE when circulated, to discuss further at the next meeting.**

- 2017/10NHP-5 **Pre-consultation Survey**  
 VB reported that 253 surveys had been returned by the close on 30<sup>th</sup> September and thanked everyone for their help in encouraging residents to complete it and in collecting and entering paper surveys to the online Google forms.  
 The Group reviewed the responses and agreed that a wide range of responses had been received.  
 The responses would be published on the website and facebook shortly.  
 VB is writing up an analysis and summary of the results for circulation. **VB**
- 2017/10NHP-6 **Working Party Meetings**  
 None held since last meeting
- 2017/10NHP-7 **Actions:**
- (i) **Communications**  
 SW had updated the contact sheet and sent correspondence out to everyone updating on the work of the Steering Group, plan progress and encouraging them to complete the survey.  
 VB had written an update for the next Meridian Magazine, due out in Dec. Unfortunately the article for the current issue had missed the deadline.
- (ii) **Project Plan and Gantt Chart**  
 VB had updated the Gantt and is now awaiting the Cambs ACRE report for further additions.
- (iii) **SCDC Draft NH Plan Guidance Notes** – on SCDC website and open for consultation until 30<sup>th</sup> October. LM encouraged members to read through them and make comments direct to SCDC. **All**
- 2017/10NHP-8 **Items for information and next meeting**  
 MJ asked how many hits were being received on information on the facebook site. LN replied that 296 residents were members of the Village Planning Facebook page.
- 2017/10NHP-9 Date & venue of next meeting  
**Monday 6<sup>th</sup> November 2017**, 7pm, Business Cloud Intervention offices

Meeting concluded at 8.30pm

**NOTES APPROVED BY THE MEETING AND SIGNED AS A CORRECT RECORD BY THE CHAIRMAN AT THE MEETING HELD ON 7<sup>th</sup> November 2017**