



# Swavesey Neighbourhood Plan Steering Group Meeting

## Notes from Meeting held Monday 6<sup>th</sup> November 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), Martin Johnston(MJ), Sandie Smith (SSm), Will Wright (WW)

Residents: Vicki Bidwell (VB, )Richard Hart (RH()), Lynsey Newbury (LN), Helene Kenmere (HK), Selwyn Richardson (SR), Sharon Sumner (SS), Stuart Websdale (SW),

Notes taken by: Linda Miller (Parish Council Clerk)

2017/11NHP-1 **To receive and approve apologies for absence**

Received 8/11/17 : Jonathan Adams (JA), Michelle Tracey (MT)

2017/11NHP-2 **Declarations of Interest** - None

2017/11NHP-3 **To approve notes from meeting held on 2<sup>nd</sup> October 2017**

Proposed and carried unanimously to approve the notes as a correct record of the meeting, Chair signed the notes.

VB delayed in completing the summary report from the survey results, this will be completed and circulated for publication by 17<sup>th</sup> November.

No matters arising

VB

2017/11NHP-4 **Cambridgeshire ACRE NH Plan Support**

- (i) To consider the report from Cambridgeshire ACRE on the next steps for the project, proposed costs for grant funding and actions required.

Report reviewed and discussion covered:

- If a village-wide survey was actually required, or would it open up issues and comments which the NH Plan would not be able to address, ie issues which are not specifically land-use. The pre-consultation survey had provided a large amount of very relevant data. ACRE suggest that focused workshops and visits out to community groups would be a more efficient and effective means of gathering data. In general the Group agreed that visits and workshops would be more effective.
- An example of a Demographic & Socio-Economic Review (DSER) had not been provided yet, the Clerk to chase this up with ACRE.
- A Character Assessment for the village should be drawn up.
- If visits to community groups and workshops are held, then crib-sheets to help identify discussion points should be provided, so that everyone is presenting/discussing on the same subjects and issues, so that the data collected is comparable.
- Can ACRE help produce such crib-sheets? Thoughts were that this could be provided within the Scoping Workshop with the Steering Group.
- Agreed that the options for a work plan as provided in the ACRE report were good, the timescale workable and the amount of support time and cost from ACRE acceptable. Therefore a grant application to Locality could be submitted during November.

Clerk

- Scoping Workshop with ACRE for the Steering Group to be arranged for mid-end February 2018. Clerk to arrange. **Clerk**
- Group to continue to talk to neighbours and friends in the village to identify potential skill sets and look for others who can help with specific areas of the Plan, eg planning policy writing, heritage and architectural design, conservation, etc.
- SW to send out a group email to stakeholders to update on progress and inform about future consultation events, either visits to their group or attendance at drop-in workshops. SW to circulate draft. **SW**
- Ensure that future emails all include “Do you wish to continue to be kept informed by email? Do you wish to remain on our mailing list?” or similar.

**Action:**

Between now and December Steering Group meeting, members to review the list of community groups and work out which would be best visited as a group and which might prefer to send representatives to a drop-in workshop. **All**

- (ii) To consider submission of a Locality funding application for up to £2,600 (as per costs proposal on attached report)  
**Proposed and agreed unanimously that the Parish Council submit a grant application to Locality for the £2,600 as proposed from ACRE, plus sufficient to cover hall hire for the Scoping Workshop.** **Clerk**

2017/11NHP-5 **Items for information and next meeting**  
 No other items discussed.

2017/11NHP-6 Date & venue of next meeting  
**Monday 4<sup>th</sup> December 2017**, 7pm, Business Cloud Intervention offices

Meeting concluded at 8.15pm

**Signed as a correct record by the Chairman at the meeting on Monday 8<sup>th</sup> January 2018**