



Swavesey Neighbourhood Plan Steering Group Meeting

Notes from Meeting held Monday 5th March 2018, 7.00pm

Venue: Memorial Hall, High St, Swavesey

Present: Vicki Bidwell (VB)- Chair of meeting
 Parish Cllrs: Doug Hunt (DH), Sandie Smith (SSm), Will Wright (WW)
 Residents: Richard Hart (RH),
 Notes taken by: Linda Miller (Parish Council Clerk)

- 2018/03NHP-1 **To receive and approve apologies for absence**
 Chas Barclay (CB) – Chair, Martin Johnston(MJ), Glyn Jones (GJ),
 Selwyn Richardson (SR), Sharon Sumner (SS), Stuart Websdale (SW)
- 2018/03NHP-2 **Declarations of Interest** - None
- 2018/03NHP-3 **To approve notes from meeting held on 8th January 2018**
 Proposed and carried unanimously to approve the notes as a correct record of
 the meeting, Chair signed the notes.
 Clerk to find out if the number of clicks on the NH Plan website and the survey Clerk
 results can be provided, to give an idea of interest.
 Those present thanked VB and other members who helped to put together
 the report on the survey results, a very informative report.
- 2018/03NHP-4 **Cambridgeshire ACRE NH Plan Support**
- (i) **Review of workshop** held on 19th February. Notes from Cambs ACRE
 circulated and discussed. Agreement that it was a worthwhile and helpful
 event.
 Point raised re page 6 reference on Housing: *“There is also a shortage of
 housing for older people looking to downsize which is evidenced by the sudden
 drop in population at aged 75+”* Is this an assumption due to lack of suitable
 housing? It could be that it is due to a lack of facilities or services, or ease of
 access to such facilities or services for older people, which results in older
 people moving out of the village. How can this be clarified and evidenced?
 It was thought that perhaps a Housing Needs Survey would provide further
 evidence together with more detailed consultation with existing residents as
 to the reasons why they might consider moving away from the village as they
 got older.
- ACTION:** Clerk to contact Cambs ACRE about facilitating a Housing Needs Clerk
 Survey.

(ii) Character Assessment

Agreement that this would be an important document to produce and that work should start as soon as possible. Provisionally agreed for a timescale of 6 months to produce the Assessment. **ACTIONS:**

- Working Group to be set up to take this forward – Clerk to email around NH Plan members asking for people to join this Clerk
- Photographing of all areas of the village – DH and Clerk to speak to the Camera Club about helping with this. Clerk
- Ask Cambs ACRE for a copy of the village map used at the workshop, which had been sectioned into zones by one of the working groups. Clerk
- Clerk to provide a copy of the Conservation Area Report for the village. Clerk
- Jonathan Tracey to be asked to arrange for a drone video of the whole of the parish. This also to be shown on the NH Plan stand at the Festival in July. Clerk
- Noted re flooding and drainage – to obtain a copy of the Flood Video produced by John Dyer a few years ago, plus the drainage information produced by Selwyn Richardson and Keith Wilderspin. Clerk
- VB to contact local architect's practice (Clive Barnes) re architectural styles within the village. VB

Noted recent £130K grant awarded to SCDC to support parishes wishing to draw up Character Assessments. No detailed information available yet on how this will work. Clerk had contacted SCDC and is awaiting further information from the newly appointed Project Officer.

- 2018/03NHP-5 **SCDC NH Plan Support**
Support Offer; Memorandum of Understanding; Swavesey Timeline
To consider information received and signing up to the Memorandum of Understanding (MoU) with SCDC.
Documentation discussed and noted it is for the Parish Council to sign up to. Agreed that it would help with closer working relationship and support from SCDC if the Parish Council signed up the MoU. There is no commitment from the NH Plan Group over what it is already committed to do in order to produce the Plan, therefore the recommendation to the Parish Council is to consider signing up to the MoU. DH to PC Mtg
- 2018/03NHP-6 **Annual Parish Meeting – 11th April 2018**
Short update to be given to the meeting – VB agreed to present this. VB
- 2018/03NHP-7 **Items for information and next meeting**
- Update on Character Assessment working party
 - Housing Needs Survey – cost? How and who carries it out?
 - Set out and agree the next stages of the Plan
 - Plan Festival Stall – organise drone video
 - Set dates and venues for next consultation events
 - Draw up and approve a template consultation format – SSm offered to draw up a first draft using headings identified at Scoping Workshop SSm
- 2018/03NHP-8 **Date & venue of next meeting**
Monday 9th April 2018, 7pm, Business Cloud Intervention offices (Venue TBC)
Clerk unavailable, VB offered to take the notes for the meeting.

Meeting concluded at 8.05pm

Notes approved as a correct record and signed by the Chairman at the meeting held on 9th April 2018