



Swavesey Neighbourhood Plan

Steering Group Meeting

Notes from Meeting held Monday 9th April 2018, 7.00pm

Venue: The White Horse Inn, Market St

Present: Chas Barclay (CB) – Chair of meeting

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

Residents: Malcom Parker (MP), Glyn Jones (GJ), Selwyn Richardson (SR), Vicki Bidwell (VB),
Lynsey Newbury (LN)

Notes taken by: Vicki Bidwell

2018/04NHP-1 **To receive and approve apologies for absence**

Jon Adams, Richard Hart, Linda Miller, Will Wright. Sharon Sumner

The committee formally acknowledged the notification that Stuart Websdale is standing down as an active committee member. The committee would like to send their thanks and gratitude for the significant contributions Stuart has made to the Committee as well as the Communications Plan.

2018/04NHP-2 **Declarations of Interest** - None

2018/04NHP-3 **To approve notes from meeting held on 5th March 2018**

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

Matters arising

DH chased camera club – 4 or 5 are Swavesey based. Quite keen to help.

2018/04NHP-4 **Housing needs survey**

SNP group have decided not to pursue a Housing Needs Survey. This can be provided for free by Cambs ACRE if needed for affordable housing only, there is a significant change (about £4k) if we would look to commission them to do a HNS for the village.

During 2014/15 the Parish Council approached SCDC to identify how many people were on the housing waiting list when assessing the need for affordable housing (when looking for the need for Home Close). At the time SCDC identified 60+ people on the council housing list waiting for housing in Swavesey.

Subsequently and more recently a needs analysis was discussed. There is still a need for affordable homes in the village however with the growing house capacity provided by the Northstowe development then these needs could be met by them. Risk that we will be putting too much housing in the area which will cause an unnatural competition. A housing needs survey is only valid for the time it is run, out dated very quickly.

The consultation event should extend questions to include what village thinks about proportion of housing to capture the latest requirements. The NP needs to include a consideration that a HNS should be run every 5 years to ensure there is sufficient proportion of housing stock in the village.

South Cambs evidence, previous housing needs assessments/surveys. Identified need for x housing. Pre-consultation survey.

Consultation event will capture the village housing needs that the village wants.

2018/04NHP-5 **Character assessment working group**

Vicki Bidwell, Selwyn Richardson, **Richard Hart** (nominated lead), Doug Hunt. Glyn will enquire with Camera club. Not an onerous task. Giving a timeline of now 5 months.

The committee discussed that we have a considerable amount of evidence to put into a report. The deadline remains, with 5 months to complete the report. Scheduled completion remains as September 2018. The working group will arrange a get together meeting and scheduled dates and to agree a remit.

We still need to approach Jon Tracey for a Video or stills of the village. Selwyn's will incorporate aspects of the drainage report.

VB to contact Clive Barnes about architecture styles.

2018/04NHP-6 **Consultation events**

VB Talked though the consultation presentation that has initially been drafted by SS and edited by VB. As the committee talked through the slides VB updated the speakers notes to capture the prompts that the committee felt were appropriate. It was agreed that VB would circulate the draft presentation for committee members to review and provide comments within 1 week.

Action : VB to circulate. **Action**: all to review and comment.

VB -
All

The committee did discuss other potential dates but the 6/7 events listed could be enough. Other potential ideas were to hold an open door event at the Memorial Hall (back room) during an evening in the week, we need to finalise dates, times and who will man this (MJ, SS offered).

When dates have been formally agreed the committee need to advertise on the Swavesey Planning FB website, the Swavesey Life FB site, the Meridian (need to inform April Martin by 19th April for the June/July edition), public notice boards (Memorial Hall, Compass Café, Pub etc).

Action: VB will draft some posters.

VB

Is it feasible to cavass on election day at Mem Hall – DH to **action**.

DH

- 2018/04NHP-7 **Annual parish Meeting**
VB to present. VB briefed the committee on the presentation style and content. She still needs to finalise the presentation at this stage with photos of the committee members. Photos were taken at the end of the meeting.
- 2018/04NHP-8 **Items for information and next meeting** No items raised at present
- 2018/04NHP-9 **Date & venue of next meeting**
Monday 14th May 2018, 7pm, Venue TBA

Meeting closed at 20:11

Signed as a correct record by the Chairman at the meeting held on 14th May 2018

Event	Date	Attendees	Outstanding actions
Mayfest Barrel rolling event, Swavesey White Horse Inn	Sunday 6 th May 2018 1-4pm?	LN & CB	The pilot session where we can test the consultation material. We need a table, pens post-it notes etc. We need to prepare posters to promote the event. PC can loan a gazebo if required, plus a table from the Mem Hall. PC can supply you with pens, post-its, paper. We still have the banners, etc from last year. Will make up a general kitbag of supplies
Compass Café, Bethel Baptist Church	Thursday 24 th May 2018 10-12 noon	SR. VB, (Richard H?)	Printed material, post-its, pens, banners, tables, boards. Pens, post its, banners, etc in kitbag
PTA Summer Fete, Swavesey Primary School	Saturday 16 th June 10-3pm?	VB	Gazebo or Hall? Need to book a table. Printed material, post-its, pens, banners, tables, boards, games for children to occupy them. Volunteers needed to man the stall throughout the day. PC can provide the gazebo if you're outside. Kitbag has the banners, pens, post its.
Swavesey Festival Gala day, village green	Saturday 7 th July 2018 1-4pm?	VB, DH, LN, SS, MP, RH, LM	Can Linda arrange a stall/book a space? Yes both days booked - PC will pay for pitch fee VB has a gazebo. LM booked a PC gazebo
Craft Fair-Dog Club Day	Sunday 8 th July 2018		Printed material, post-its, pens, banners, tables, boards, games for children to occupy them. Can use NH Plan kitbag again! Volunteers needed to man the stall throughout the day.

Swavesey Pavilion (village green) Cider and Perry festival	Friday 20 th July 2018 from 4pm	GJ, MJ, LM?	<p>Need to contact Jerry Ladell or Mark Squires to piggy-back their festival. Who will contact them??</p> <p>Gazebo needed. Booked for you.</p> <p>Printed material, post-its, pens, banners, tables, boards, games for children to occupy them.</p> <p>Can use the kitbag again</p>
WI session	SS to contact Lisa Boyes for an available slot	SS, VB	Printed material, post-its, pens, banners, tables, boards. Use kitbag again