

Swaffham Bulbeck Neighbourhood Planning
Minutes from the meeting of the Steering Group at Martin House, 1 Station Road
on Monday 11th. February 2019 at 7.30 pm

1. Present: Mark Bretscher (MB), Jamie Goodland (JG), Guy Marsden (GM) - Chair for this meeting, Sally Pearson (SP), Peter Raby (PR), Sue Romero (SR), Mary Smith (MS), John Trapp (JT).

2. Apologies: Tim Harvey-Samuel, Nick Froy

3. Welcome and appointment of Chair: Guy Marsden agreed to Chair for this meeting.

4. Minutes of the previous meeting: held on 10th. January 2019 - previously circulated. The minutes were noted and accepted as a true record of the meeting.

5. Matters arising and 'Actions' from the previous minutes:

5.1 Contact had been made with Ed Dade (Planning Officer) who specialises in Neighbourhood Planning. It was noted that:

- the various links had been circulated;
- the importance of a Landscape Assessment was confirmed;
- all his comments on the questionnaire had been addressed;

5.2 Subject to a minor change in the title to 'Swaffham Bulbeck Parish Council Neighbourhood Plan Steering Group,' the terms of reference were endorsed by the full Parish Council (PC) on 5th February 2019.

5.3 A charge of £75 had been made by the Beacon to the PC for the inclusion of the questionnaire in the February edition. It was noted that the Steering Group had not been made aware of a potential cost for including the questionnaire. Some aspects of the grant funding process were clarified including that applications could not be made retrospectively. It was suggested that a donation to the Beacon could be made to cover future costs and included in a grant application. The PC had approved a budget of £200 to cover initial Steering Group costs.

6. Reports from Steering Group members

6.1 Up to the 11th February 21 questionnaires had been completed (15 online and 6 hard-copies). The closing date for returns is the 15th March and it was agreed that a reminder in the Beacon, including reference to the online version, would be helpful. **ACTION 1:** JG to draft a reminder and send to the Beacon.

6.2 It was suggested that the young people of the village should be encouraged to engage with the process particularly with regard to open spaces and wildlife. **ACTION 2:** SP to contact the primary school via Toni Rogers.

6.3 Contact with the Reach Steering Group had been made and informal discussions taken place on the possibilities of sharing data and experiences. **ACTION 3:** SR to liaise with Reach when opportunities arise.

7. Collecting evidence

7.1 The steering group considered what sources of evidence were immediately available and what evidence would actually be important in assembling the plan and policies. In order to ensure that useful evidence was gathered by the group it was proposed that a draft report structure - a report 'shell' showing section headings only - be assembled from finalised Neighbourhood Plans, Fordham and Sutton were suggested as examples. **ACTION 4:** GM to use finalised plans to assemble report 'shell' headings and send to group members within about 10 days for additions and subsequent discussion at the next meeting.

7.2 The published Parish Profile for Swaffham Bulbeck contained basic statistics about the population and housing. This presented a good example of available evidence..

7.3 The group noted that there are sources of evidence such as traffic volumes and movements which may be useful in an appendix to the main report with the plan focussing on possible building development in the parish area.

8. Project Plan and Bespoke Evidence

8.1 It was noted where plans had been completed most successively and effectively professionals were commissioned to carry out two specific tasks, landscape assessments and policy writing.

8.2 It was agreed that allocating further evidence gathering and formulating a project plan should be carried out following the initial results from the questionnaire and using the section headings from the report 'shell' once this was assembled.

8.3 There were two potential sources of photographic evidence for inclusion in our plan - Martin Rushworth and John Thompson. MB agreed to liaise with Martin.

8.4 The group agreed that an event to engage the community should be discussed at the next meeting. The Annual Parish meeting should also include an item on progress. **ACTION 5:** Ideas for public event - for inclusion on next meeting agenda

9. Applying for Grant Funding

9.1 The group concluded that a landscape assessment would be an extremely useful piece of evidence in formulating a plan and an indication of cost and potential consultants would be helpful **ACTION 6:** SR to contact Ed Dade and other sources to seek guidance on costs and recommendations

9.2 **ACTION 7:** SR to look into the application process and the level of detail required.

10. The date of the next meeting is Monday 25th March 2019 at Martin House, Station Road Meeting closed at 9.07pm.

ACTION SUMMARY

Questionnaire:

ACTION 1: JG to draft a reminder and send to the Beacon.

Engaging with young people:

ACTION 2: SP to contact the primary school via Toni Rogers.

Reach NP Steering Group:

ACTION 3: SR to liaise with Reach when opportunities arise.

Skeleton report to guide evidence gathering and project plan

ACTION 4: GM to use finalised plans to assemble report 'shell' headings and send to group members within about 10 days for additions and subsequent discussion at the next meeting.

Public engagement:

ACTION 5: Progress report at the APM. Ideas for public event - for inclusion on next meeting agenda

Landscape Assessment:

ACTION 6: SR to contact Ed Dade and other sources - seek guidance on costs and recommendations

Grant Funding:

ACTION 7: SR to look into the application process and the level of detail required within the application