

## Swaffham Bulbeck Neighbourhood Plan

Meeting Note 24 July 2019 7:30 pm with Cambridgeshire ACRE at Martin House, Station Road

**Present:** NP Group: Jamie Goodland (JG), Tim Harvey-Samuel (THS), Guy Marsden (GM), Sally Pearson (SP), Peter Raby (PR), Sue Romero (SR), Mary Smith (MS),. John Trapp (JT)

**Also in attendance:** Cambridgeshire ACRE: Mark Deas; Rachel Hogger, Brian Wegg (Clerk to NP Group)

**Apologies:** Mark Bretscher (MB), Nick Froy (apologies till September 2019)

Item and Discussion	Agreed action
<p>1. Introductions Very quick introduction from group members to Mark Deas and Rachel Hogger.</p>	
<p>2. Overview of support proposal Rachel talked through the very light touch support proposal and explained that the group's support needs can be revisited once more information is available on the scope of the plan, the landscape appraisal complete or well underway and this initial support is complete.</p> <p>The support proposal includes 3 days work including this meeting.</p>	
<p>3i. Update from the group on progress to date - Early community consultation results.</p>	
<p>Whilst a report analysing the early consultation results is available, the group are intending on continuing engagement in order to address an existing gap in returns from some parts of the community. The group feel there is an overrepresentation of feedback from older generation and missing feedback from certain geographical areas of the village. The group have decided to follow up the initial survey work with some door knocking in certain areas of the village. The intention is not to repeat the entire survey at the door step but to ask specific questions from the initial survey.</p> <p>Rachel provided an explanation regarding Consultation/Communications Strategy and the Consultation Statement.</p> <p><b>A Consultation and Communications Strategy</b> is not a required document to accompany the Neighbourhood Plan but groups are advised to prepare one. Rachel also recommended that one or two people should be in charge of planning community engagement and the communications strategy. Rachel agreed to send a template Consultation Strategy.</p> <p><b>A Consultation Statement</b> is required right at the end of the process. At submission stage (when the NP is submitted to the local planning authority for examination), the NP must be accompanied by a Consultation Statement. The Consultation Statement must include information on who has been consulted on the NP (from beginning to end of process), how they were consulted, key issues raised and how these have been taken account of in the plan making process. Whilst there is no need to start preparing the Consultation Statement at this early stage, it is essential that each community engagement activity is recorded with the following information:</p> <ul style="list-style-type: none"> <li>- Who is being consulted (e.g. residents, children, businesses, age</li> </ul>	<p>Cambridgeshire ACRE to send template Consultation Strategy.</p>

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<p>groups)</p> <ul style="list-style-type: none"> <li>- How (e.g. householder and online survey, one to one discussions at village event, workshop etc)</li> <li>- Key issues raised and how these issues have been considered in plan making process.</li> </ul>	
<p>3ii. Update from group on progress to date – Landscape appraisal work</p>	
<p>The group explained that Lucy Batcherlor-Wylam had been commissioned to undertake a landscape appraisal of the plan area. This work will start in September 2019. Lucy has already met the group and explained what she is planning on doing. It is understood the Landscape Appraisal report will include an assessment of the built up environment too (Built Character Assessment).</p>	
<p>4. Specific Discussion Points. Key drivers and emerging themes</p>	
<p>Cambs ACRE asked the group to explain what the key drivers for the plan are and what the emerging themes are.</p> <p>The group agreed the following:</p> <p>Housing</p> <ol style="list-style-type: none"> <li>1. Support for more housing if it is limited in scale and suitable for meeting local needs.</li> <li>2. There is a recognition of the developer pressure in this specific location (close to Cambridge) and there is a desire to influence how this happens in a positive way through the allocation of sites.</li> <li>3. The withdrawal of the East Cambs District Council Local Plan leaves the group with opportunities to allocate sites which would have been allocated via the Local Plan.</li> <li>4. Some agreed that the NP could identify sites beyond the sites which had already been earmarked for development (through withdrawn Local Plan or planning applications)</li> <li>5. ECDC had given the NP group a housing requirement figure of 28 dwellings to be delivered 01 April 2018 to 31 March 2031.</li> <li>6. A need for affordable housing choices.</li> <li>7. Community identified in consultation work, a desire for smaller dwellings but this has yet to be verified through looking at statistical data.</li> </ol> <p>Existing character of the settlement</p> <ol style="list-style-type: none"> <li>8. It is important new development does not depart from existing character of the village in terms of layout of houses with separation of neighbourhoods (e.g. Commercial End separate from High Street) and houses being predominantly situated off and away from main roads. The results of the Landscape Appraisal should help the group define in the NP existing characteristics of the built environment that ought to be protected/managed.</li> </ol> <p>Green Areas and Open space</p> <ol style="list-style-type: none"> <li>9. This was mentioned as an emerging theme but no further discussion took place.</li> </ol> <p>Sustainable community</p> <ol style="list-style-type: none"> <li>10. There is desire to ensure Swaffham Bulbeck remains a mixed community with a diverse range of ages and socio-economic groups</li> </ol> <p>Facilities</p> <ol style="list-style-type: none"> <li>11. Some facilities are becoming over-stretched as a result of growth.</li> </ol>	

Item and Discussion	Agreed action
Future growth should deliver appropriate investment in infrastructure and facilities.	
4. Specific Discussion Points continued – Local Plan context and evidence	
<p>Local Plan Context. The Policies Map April 2015 was discussed. The group agreed to get a copy of the Local Plan designations on a parish wide level (not just the built-up area).</p> <p>Evidence base.</p> <ul style="list-style-type: none"> <li>- The group need to do some demographic profiling. This information will be used to inform plan development. Data should include population, break down by age, dwelling stock, and household characteristics.</li> <li>- Affordable Housing needs. Whilst out of the date, the 2015 Housing Needs Survey may provide a start. The group can ask ECDC for up to date info on those on housing register with a connection with Swaffham Bulbeck. The Swaffham Bulbeck CLT may also have information on local affordable housing need.</li> <li>- Housing mix. The community consultation has indicated a desire for smaller homes. Whether there is a need for smaller homes should be informed by data however. The group could undertake an estate agent survey but also look at dwelling stock and compare this to household characteristics and comparing this to neighbouring parishes (referring back to the item on demographic profiling mentioned above).</li> </ul> <p>Aspirations that cannot be addressed through a planning policy in the Neighbourhood Plan</p> <ul style="list-style-type: none"> <li>- Some discussion took place on topics which could be important to the wider community and related to the NP work but which could not be addressed in a neighbourhood plan planning policy. These included public transport priorities and specifically the need for a better bus service into Cambridge. A question was also raised regarding provision of open space as part of new development. Rachel clarified that in many cases the need for new open space is required as part of a new development proposal and therefore it is an applicable subject for a planning policy. However, ECDC will already have a policy framework in place and there is only a need to include policy on this in the NP if there is something additional or different to state e.g. specific area to be provided as open space as part of a site allocation policy.</li> <li>- Any agreed community priorities which do not fall within the scope of a Neighbourhood Plan policy can still be included in the Neighbourhood Plan as a community aspiration e.g. <i>the NP steering group/the parish council will continue to campaign for an improved bus service</i>. But this would not comprise a planning policy which is considered when planning applications are being considered by ECDC.</li> </ul>	<p>NP group to ask ED Dade for parish wide map showing all site specific designations in the Local Plan/</p> <p>Group agreed to do this. Group could share information with CAMBS ACRE for comment.</p> <p>Cambs ACRE to send an Estate Agent Survey template (for the group to tailor to their needs)</p>
5. Project Planning	
<p>It was agreed the group would continue work as follows:</p> <ul style="list-style-type: none"> <li>- Complete early community engagement work</li> <li>- Gather further evidence on housing needs (affordable housing needs and house sizes)</li> <li>- Complete the Landscape Appraisal work</li> </ul>	<p>Facilitated meeting by Cambs ACRE. Date to be agreed.</p>

Item and Discussion	Agreed action
<p>It was proposed that Cambs ACRE (Mark Deas <i>or</i> Rachel Hogger) spend a meeting with a view to building shared consensus on</p> <ul style="list-style-type: none"> <li>- Strengths</li> <li>- Weaknesses</li> <li>- Opportunities</li> <li>- Threats</li> </ul> <p>A shared understanding of this provides a sound starting point for determining what the focus of the neighbourhood plan should be about. (i.e. which strengths to protect through the NP, which weaknesses to address, which opportunities to realise and which threats need to be managed).</p> <p>As part of this same meeting, the results of the S.W.O.T can be used as a basis for distinguishing (through a follow on exercise) which issues <b>must</b> be prioritised as part of the Neighbourhood Plan, which issues fall outside the scope of the Neighbourhood Plan and which issues <b>could</b> potentially be addressed as part of the Neighbourhood Plan.</p> <p>Due to the limited support time proposed as part of the support package, Cambridgeshire ACRE would suggest that NP group members commit to writing up the results of the S.W.O.T and follow on scoping exercise. Cambridgeshire ACRE could then review this as part of the support.</p> <p>From this, the group could brainstorm a vision and identify key themes to be included in the plan. Cambridgeshire ACRE could then respond with an appraisal of the vision and themes.</p>	

Note prepared by Cambridgeshire ACRE on 30 July 2019.