

Notes from the Swaffham Bulbeck Neighbourhood Planning Steering Group Meeting on

Thursday 5th September 2019 at 7.30 pm at Mill House, Mill Lane

Present: Tim Harvey-Samuel (THS - Chair for this meeting), Sue Romero (SR), Mark Bretscher (MB), Guy Marsden (GM), Sally Pearson (SP), Peter Raby (PR), Mary Smith (MS)

Apologies: Nick Froy (NF), Jamie Goodland (JG), John Trapp (JT)

Also present: Brian Wegg (BW - clerk to the Group)

1. Update on 3 sites allocated in withdrawn draft Local Plan 2018

SR outlined the present position with the three sites which had been in the withdrawn draft Local Plan. It was the consensus that these sites should be included in our NP regardless of the stage that were at in planning or development. The group concluded that it was important to demonstrate the number of houses planned for the village.

2. Questions raised by Lucy Batchelor-Wylam for consideration:

- I would usually provide the reports using Adobe 'In Design' and publish them as pdfs. The implication is that these would not be editable in future to anyone without the correct software. I MUCH prefer this approach than using Microsoft Word, as its 1000 times easier to use and great for incorporating images and photos, but if you feel strongly you would prefer me to use Word let me know. And, as these are external consultation reports, there should not be a need to edit them in any case. ***The usual format (Adobe) is fine with the group.***
- Do you have any views as to whether you would prefer to see a single document (with a part 1 and apart 2), or a separate Character assessment and a separate Sensitivity assessment?
- I usually present documents as A4 landscape format. ***Separate Character assessment and Sensitivity assessment***
- Mapping - we will need to have the relevant license for all mapping used. Do you have a PSMA agreement with one of the digital mapping providers? Usually parish councils send me their log-ins to retrieve the necessary mapping. ***The Group is not clear about the PSMA agreement. The Parish Council subscribes to Parish Online and can provide login details. The East Cambs adviser says he can provide maps. ACTION: SR to clarify if maps from Parish online is acceptable***
- Do you have a specific logo you want incorporated in the documents? ***No but we could use village sign. We will provide this if needed.***
- Have you thought about how/if you want to consult on any landscape matters like identifying key/valued views, or allowing people to comment on character, or do you just intend to consult on the findings and allow people to comment at the end of the process? Time implications for consultations obviously. ***The steering group can provide information already gathered from a range of sources. So we will consult on findings and allow people to comment at the end of the process.***

3. Community engagement strategy

The importance of community engagement was emphasised and it was noted that some plans were criticised for not engaging and informing their community. It was agreed that this should be discussed further at a November meeting

ACTION: SR agreed to make a list of all the contact and engagement with the community that had been carried out so far

It was agreed that the group should have 1) An information table at the Christmas Fayre; and 2) When Lucy's report was available a community event to be organised with the outcome of the questionnaire and Lucy's report on display.

4. Themes beginning to emerge

Continue assembling the evidence gathered to date for affordable and small market homes
SR to continue to assemble the demographic data for the village.

5. It was agreed that **no Beacon report** would be compiled for the next addition

6. Next meeting

Items for a November meeting:

- Confirm community engagement strategy and receive list of community information and engagement so far;

-Evidence for types of housing

-ACTION: All to read and note the Neighbourhood Plan reports for:

-Sutton

- Fordham

- Peakirk