
SAWSTON PARISH COUNCIL

Link Road, Sawston, Cambridge CB22 3GB
Telephone: 01223 832470 Fax: 01223 832473
e-mail: info@sawston.org.uk



Neighbourhood Plan Meeting

Thursday 14th December 2017 – 10am

Mrs Jo Keeler – Sawston Parish Clerk
Councillor Janet Martin – Sawston Chairman of Planning Committee and Working Group Chair
Councillor David Bard – Sawston Parish Council Chairman
Councillor Kevin Cuffley – Sawston Parish Council Vice Chairman
Councillor Brian Milnes – Sawston Parish Council
Councillor Aureole Wragg – Pampisford Chairman
Mr Mike Purdy – Sawston resident
Mr David Roberts – SCDC
Mr Mark Deas - Rural Housing Enabler & Neighbourhood Planning Officer
Cambridgeshire ACRE

- 1: Introductions and welcomes – done.
- 2: Updates from Parish Councils – these were received from the villages. It was confirmed that Babraham and Pampisford had consulted local residents and decided that they would prepare their own neighbourhood plans. The Sawston plan would therefore proceed on this basis. An informal consultation had been carried out at three village events over the summer and the majority of those surveyed were supportive of a neighbourhood plan, and some top concerns had been identified. A discussion took place about the future involvement of Babraham and Pampisford representatives in working party meetings, and Councillor Aureole Wragg confirmed they would find it valuable to continue to be involved in W/P meetings as observers.
- 3: Identification of action plan - Mark Deas from Cambridgeshire ACRE gave an overview of how the organisation could help with technical support and funding applications, and explained that they are currently working with 12 other parishes in Cambridgeshire and operate as a consultancy to help pull the information together needed to produce a neighbourhood plan.

There is a grant available for up to £9k to help deliver a neighbourhood plan which Parish Councils can bid for up to 4 times but when you apply for a grant for a specific reason that has to be delivered within 6 months. Parishes cannot bid for funds until the designated boundary area is approved by SCDC.

It was suggested that Sawston carry out an initial consultation to identify the issues as relevant to the NP and proceed with the development of the plan on this basis, while boundary issues are resolved. The parish needs to think about engaging with different organisations within the village including schools, churches, business, local organisations etc. The next step would then be to formally set up a neighbourhood plan group.

Ideally a steering group should consist of between 6-9 people with the skills required to help move the neighbourhood plan forward.

Once this stage has been reached, then Cambridgeshire ACRE could be invited in to prepare a proposal on how they could support the plan's development, including information and data forecasting needs.

Councillor Brian Milnes will also set up a google drive which will enable the group to receive notes/minutes etc and have their input if they aren't able to attend the meeting.

- 4: Boundary reviews/issues - a discussion took place on the boundary issues, and David Roberts confirmed that once a neighbourhood area has been designated, the regulations can allow a change the boundary area in the future if needed.
- 5: Local engagement – a template engagement strategy and project plan were available on the LOCALITY website, and it was agreed to start to develop this and submit a draft to the next Planning and Environment Committee meeting on 23 January 2018. All Councillors would be invited to this meeting. David Roberts advised on the need to hold both public events at suitable times (say Saturday and an evening) and to “go to people” to engage and identify issues. Mike Purdy, as a resident of Sawston, confirmed his interest in participating, particularly now the discussions had moved from technical and process issues, on to the important issue of an action plan for NP development.

Councillor Brian Milnes would set up a google drive which will enable the group to input to this document while in preparation.

- 6: Funding for neighbourhood planning – the grant has already been discussed and it was confirmed the Parish Council has identified funds in next year's budget for neighbourhood planning. A discussion took place on the need to ensure adequate resource from volunteers and office staff.
- 7: Next Working Party meeting - Councillor Brian Milnes to set up a doodle poll link to send to members to identify a date between 10-16th January 2018. This would preferably be an evening date.

Councillor Janet Martin thanked everyone for coming.

There was a meeting held on Tuesday 16th January 2018 (7.30pm) to discuss the Action Plan and Community Engagement.

This meeting was attended by:

Councillor Janet Martin
Councillor David Bard
Mrs Jo Keeler – Sawston Parish Clerk
Mrs Clare Speed – Sawston Parish Assistant Clerk
Mr Mike Purdy – Sawston resident
Mr Richard Attwood – Babraham resident

Dates were added to the action plan which will be distributed to the Planning Committee to make a recommendation to Full Council in February.

It was also discussed and agreed that at the next meeting on Wednesday 28th February the working party will discuss the contents and distribution of a leaflet to the whole village and also to discuss the boundary. The Clerk will invite the relevant member of South Cambs District Council to come to this meeting to help with discussions and invite representatives from Babraham and Pampisford.

Next meeting: Wednesday 28th February 2018, 7.30pm at the Parish Council Office

The meeting closed at 9.10pm