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# Neighbourhood Plan Working Group

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## Neighbourhood Plan Meeting

Thursday 1<sup>st</sup> November 2018 – 10:00am

Mrs Clare Speed – Assistant Clerk  
Councillor Janet Martin – Sawston Parish Council Vice-Chairman  
Councillor David Bard  
Councillor Rajni Padia  
Mr Geoff Bridges – Sawston Resident  
Mr Mike Purdy – Sawston Resident  
Mr Geoff Brown – Sawston Resident

1: **Welcome, Introductions and apologies for absence**

Sawston Parish Council Chairman – Councillor Kevin Cuffley  
Councillor Anand Pillai  
David Baslington – Sawston Resident

2: **Confirm Minutes of the meeting held Tuesday 4<sup>th</sup> September 2018**

The minutes were read, confirmed and signed.

It was **proposed** by Councillor David Bard and **seconded** by Councillor Rajni Padia to **accept** the minutes.

**VOTE: UNANIMOUS**

3: **Matters Arising**

Future meetings were discussed and dates noted, it was agreed to invite a Babraham Parish Council representative to future meetings, and to promote future meetings on the Facebook page, Parish Council Website and on notice boards (A4 poster).

**Action: Assistant Clerk**

Councillor Rajni Padia asked about the timeframes for the Neighbourhood Plan, and the Project Plan was reviewed. Noted that most actions up to end 2018 were on track. The plan for 2019/20 would be amended and circulated.

**Action: Assistant Clerk, Councillor Janet Martin**

Councillor Janet Martin and Councillor David Bard had attended the SCDC Local Planning Forum on 30 October 2018, and noted that there were 106 Parishes in SCDC of which 18 have designated neighbourhood areas – plus Fulbourn, Sawston and Babraham as recent additions. Of these, two (Cottenham and Impington) are at the formal pre-submission consultation stage. Agreed to contact these for draft plans and also look at any adopted plans in Oxfordshire, as a similar county.

**Action: Assistant Clerk**

#### 4: **Identification of funding requirements**

Possible funding options discussed were:

1. Provision of an action road map, and support in drafting the plan and policies
2. Identification of housing development sites /options
3. Housing needs assessment with a view to establishing a reasonable rate of growth

Agreed to obtain information on costs and outcomes under these headings.

Councillor David Bard reported that statistics supporting the NP were already available, and offered to research these.

**Action: Assistant Clerk, Councillor Janet Martin, Councillor David Bard**

#### 5: **Business and community engagement**

Assistant Clerk reported that the letter to local businesses and organisations was ready to distribute, and awaiting Mr Purdy's signature.

**Action: Assistant Clerk and Mr Purdy**

Agreed to provide a stand at the Late-Night Christmas shopping on 7 December, provided people were available to help.

**Action: Councillor David Bard, Assistant Clerk**

Agreed also to plan stands on a Saturday outside Budgens and the Spa, and to provide web links to the Parish Council website from the Face Book page.

**Action: Assistant Clerk**

#### 6: **Village design statement – Update**

Councillor Janet Martin reported that they were progressing well. A meeting with the consultant had taken place on 4 September and subsequently a walk around the village to identify design features and to the Challis House for historical background. Councillor Janet Martin, Mr Bridges and Mr Richmond had gone on the village study tour to look at new developments and this had been very useful. A stand to engage residents had also been held at the Challis Apple Day on 21 October. Feedback would be provided at the workshop on 8 November, to which everyone involved with the NP was also invited. The project was due for completion early 2019.

Agreed to invite Babraham Parish Council to the workshop.

**Action: Councillor Martin**

**7: Feedback on village issues**

Councillor Janet Martin reported on the issues identified and that analysis was ongoing.

**8: Dialogue with the local planning forum**

Councillor Janet Martin and Councillor David Bard had attended the SCDC Local Planning Forum on 30 October 2018. Two more meetings were planned in 2019.

**9: Impact of local developments and mitigation - North Uttlesford and H1/b**

The issue of section 106 funding for special projects felt necessary to mitigate the impact of developments at Site H/1:b was to be discussed at the Parish Council and Councillor Janet Martin asked the NP W/G for their ideas, which were:

1. New pavilion at the football stadium
2. Improved bus services to the new site, including a shuttle to the High Street
3. Lynton Way – equipment for 12 – 16-year olds
4. Allotments – for use of new site residents

Mr Brown also requested help to improve the Snooker Club facilities at the Church Institute, particularly toilets (£10 -12k). The club is used daily and membership is 60 -70 Sawston residents.

Renovation of the Old Drying Shed was also proposed, although this is owned by English Heritage.

**Action: Councillor Janet Martin**

**10: Drop in sessions**

Wednesday 9 January 2019 12 -2  
Wednesday 6 February 2019 12 - 2

**Action: all to identify when they can help.**

**11: Any other matters**

1. Mr Brown raised concerns about potential building on the flood plain to the Pampisford end of the village. This would be looked at under the site identification work.
2. Mr Purdy reported news that Papworth Trust bicycle repairs was closing. This was disappointing as many disabled people had located to the village because of work opportunities like this and the old OWL café. He asked that the Parish Council consider this if asked to provide funds for the Trust.

**12: Issues and Agenda items for next meeting – concerning neighbourhood plan**

Dates for meetings 2019

Drafting of the Plan and community support

**13: Next meeting: Tuesday 29<sup>th</sup> January 2019 7:30pm at the Parish Council Office**

**The meeting closed at 12:00 pm**