

Swaffham Bulbeck Neighbourhood Plan Meeting Note 04 March 2020. 7pm to 9:30pm.

Present: NP Group: Mark Bretscher, John Trapp, Sally Pearson, Guy Marsden, Peter Raby, May Smith, Sue Romero (Chair), Brian Wegg (notes). Apologies from Tim Harvey-Samuel and Margaret Chadwick.

Cambridgeshire ACRE: Mark Deas; Rachel Hogger

Item and Discussion	Agreed action
<p>1: Recap of existing and emerging evidence/recent work undertaken since 24 July 2019 meeting</p> <p><u>Planning Policy context:</u> The 2015 East Cambridgeshire Local Plan is still the adopted Local Plan applicable to the Swaffham Bulbeck Neighbourhood Plan area. Even though there is no current 5-year land supply (and therefore some of the policies are not regarded as up to date), it still provides the starting point for the consideration of how the Swaffham Bulbeck can add value. The 2015 Local Plan can be access from the ECDC website specifically from here: https://www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-local-plan-2015 or for direct link here: https://www.eastcambs.gov.uk/sites/default/files/Local%20Plan%20April%202015%20-%20front%20cover%20and%20inside%20front%20cover_0.pdf</p> <p>There are a range of planning policies which will be relevant to the Swaffham Bulbeck NP. The sitespecific designations applicable to the Swaffham Bulbeck NP area include a boundary showing the development boundary and the green belt. In addition. There are the following designations in the plan area: the registered park and garden, the Cambridge Green Belt, county wildlife sites, scheduled ancient monuments and the conservation area. The 2015 Local Plan includes planning policies applicable to all these designations.</p> <p><u>Housing requirement figure:</u>With regards to a housing requirement figure for the plan area, East Cambridgeshire District Council(ECDC) had, in 2019, given the NP group a housing requirement figure of 28 dwellings to be delivered 01 April 2018 to 31 March 2031. The group are advised that ECDC may update this number to be applicable from 01 April 2019 and could revise their methodology for issuing numbers as strategies evolve at the district level. The group were advised that the Witchford NP was subject to examination recently (in December and January) and this examination tested the housing requirement figure provided by ECDC as well as the methodology. To conclude the group are advised to request up to date housing requirement figures from ECDC as work on the Swaffham Bulbeck NP progresses.</p> <p><u>Evidence on housing needs/demand</u> In preparation for the meeting, the NP group had produced a note of information on housing needs (both market and affordable) in the plan area. This work identifies a need for affordable housing (evidence: CLT register plus ECDC waiting list, and HNS2015). The</p>	<p>NP Group to seek up to date housing requirement figure from ECDC. Either requests a figure that is applicable from 01 April 2019 or wait until figures from 01 April 2020 would be available?</p> <p>Continue to seek further returns from Estate Agent Survey and produced a more detailed analysis of the feedback. Ideas included undertaking the survey face to face.</p>

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<p>estate agent survey is reported to have identified that demand for affordable and family houses exceeds supply.</p> <p>Some discussion was had around the estate agent survey and how to access further information on the type of housing that people need in Swaffham Bulbeck. For example, it was mentioned at the meeting that there is anecdotal evidence that there is little to choose from in terms of smaller properties for older people to downsize into.</p> <p>All agreed it would be worth trying to increase the number of returns from the estate agent survey and to provide a more detailed report of the findings (other than the reference to it in the note prepared by the group on housing data in preparation for this meeting).</p> <p><u>Further early consultation work:</u> In the summer 2019, the group had identified that they were getting lower returns from some parts of the village than others. Since summer 2019, the group had tried to do some further targeted consultation with this under-represented demographic but with very limited success.</p> <p>Rachel said it was good the group had acknowledged this (the low response from specific geographic areas) but they should continue to improve this at the next stage of consultation.</p> <p><u>Landscape Appraisal</u> All agreed that the landscape appraisal work provides very useful context and evidence for the NP (see further notes on this below).</p> <p>Subject to the NP group and Parish Council being happy with the content, the NP group are advised to inform ECDC that it has been prepared and share it with them. If the NP Group want ECDC to use the work to help ECDC assess planning applications, they should make this clear and ask whether ECDC would require them to subject it to formal consultation.</p> <p>In any event, at the next stage of consultation on the Swaffham Bulbeck NP (probably when a draft vision, objectives etc have been drawn up), the NP Group are advised to make the landscape appraisal publicly available too. It will be particularly relevant to potential developers.</p>	<p>Share the Landscape Appraisal (once complete) with ECDC. Upload it to NP website and make it available at next stage of consultation.</p>
<p>2. S.W.O.T (Review) Those present discussed the draft SWOT analysis prepared by Mark and Rachel in preparation for the meeting. Changes including deletions, amendments and additions were noted and agreed. The group agreed to take this work forward.</p>	<p>NP Group to revise the SWOT in line with discussions.</p>
<p>3. Scoping the Neighbourhood Plan.How can the Swaffham Bulbeck respond appropriately to the issues identified as part of the SWOT</p>	<p>NP Group to consider this question again following this</p>

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<p>whilst also adding value (e.g. to existing Local Plan)?</p> <p>The group were asked to consider how the Swaffham BulbeckNP could respond appropriately to the issues identified as part of the SWOT work whilst also adding value to what the Local Plan does already. For example, how could the Swaffham BulbeckNP effectively protect the strengths, address the weaknesses, manage the threats and realise the opportunities.</p> <p>What could the NP do in addition to what the Local Plan does?</p> <p>In terms of possible tools it was explained to the group that Neighbourhood Plans could not amend green belt boundaries or conservation areas. But the NP could:</p> <ul style="list-style-type: none"> • look at identifying specific spaces that needed protecting • update the development boundary • allocate sites for development. <p>With regards to site allocations, if the NP is going to allocate new sites (sites not already with planning permission), then it is important that a robust methodology is used starting with: 1. Looking at all potential available sites; 2. assessing them against site assessment criteria to rule out unsustainable sites; and 3. selecting sites which have the best fit with the NP vision, objectives and policies. Preparing site allocations may also have implications for additional assessment including strategic environmental assessment and habitats regulations assessment.</p>	<p>meeting but also throughout the plan making process.</p> <p>Group to note.</p>
<p>4. Lets reflect: Which issues must be addressed by the Swaffham Bulbeck NP, what issues could be addressed and which issues fall outside the scope of the NP.</p> <p>MUST</p> <p><u>1. Housing</u></p> <p>The group expressed a strong intention to influence housing type through the NP. And when asked in which way, the response was in terms of tenure and size, to increase diverse stock of housing and increase the housing which is accessible to younger families.</p> <p>Cambs Acre response: any useful planning policy related to housing mix needs to be informed by evidence to justify the approach. This priority highlights the need to build on the housing information the group have already collected including further work on the estate agent survey. Evidence is not what people have expressed as what they think is needed but what is actually needed and sought after.</p> <p>In terms of the position without the Neighbourhood Plan in place, the group should be mindful of policies which are currently in place in the 2015 Local Plan. This includes</p> <p>Policy HOU01 – Housing Mix (see page 43 of this link: https://www.eastcambs.gov.uk/sites/default/files/Local%20Plan%20April%202015%20-</p>	<p>NP group to note the response from Cambridgeshire ACRE provided in the left column and to continue this exercise (lets reflect) further.</p>

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<p>%20front%20cover%20and%20inside%20front%20cover_0.pdf)</p> <p>Policy HOU03 – Affordable Housing Provision (see page 46 of the above link)</p> <p><u>2. Settlement Character</u> The group have identified that the existing dispersed nature of the settlement is a key characteristic which should be protected.</p> <p>Cambs Acre response: Rachel and Mark commented that the Landscape Appraisal provides a very good description of settlement character and good advice on how to protect this into the future. The group should make full use of this.</p> <p>Rachel and Mark also consider there is good evidence in place through the landscape appraisal for the Swaffham Bulbeck NP to include policies relating to rural character, settlement character and landscape character which can add to the existing policies in the Local Plan. The group should be mindful of the policies which are currently in place in the 2015 Local Plan. Page 4 of Part One of the Landscape Appraisal does refer to applicable ECDC Local Plan policy.</p> <p>The policies are: This includes Policy ENV1- Landscape and Settlement Character, page 66 of the Local Plan and Policy ENV2 – Design. A useful exercise for the Swaffham Bulbeck NP would be to consider how those district wide policies (ENV1 and ENV 2) could be interpreted at the Swaffham Bulbeck level. How can a Swaffham Bulbeck specific policy then add to this context in a useful way.</p> <p><u>3. Design of the built environment</u> The desire expressed by the group under housing above relating to “increase the diverse stock of housing” however seemed to be related to a concern with regards to build-character in addition to provision of appropriate housing to meet the needs of the local population. In other words, the community value (on grounds of aesthetics) the fact that there is no dominant housing type in terms of design in the parish and that this characteristic should be carried forward into the future.</p> <p>The group also expressed an intention to influence the density of new build development.</p> <p>Cambs Acre response: In terms of the position without the Neighbourhood Plan in place, the group should be mindful of policies which are currently in place in the 2015 Local Plan. This includes Policy ENV2 – Design (mentioned above already) and Policy HOU02 – Housing Density (see page 44 of this link: https://www.eastcambs.gov.uk/sites/default/files/Local%20Plan%20April%202015%20-</p>	

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<p>%20front%20cover%20and%20inside%20front%20cover_0.pdf</p> <p><u>Providing an up to date plan:</u> A key challenge facing the parish is the fact that ECDC does not have a 5 year land supply. This means that some of the 2015 Local Plan policies can be departed from (subject to principle of sustainable development being adhered to)(e.g. build on land outside the development boundary) on a case by base basis if the benefits of development (delivery of needed housing numbers) outweigh the disbenefits (the fact the proposal is contrary to Local Plan but also site specific considerations (e.g. loss of open space etc) relating to harm .</p> <p>Therefore, a key objective for the Swaffham Bulbeck NP will need to be to facilitate the growth that is needed in Swaffham Bulbeck in order to contribute to district needs. This means ensuring that at least 28 homes can be delivered in the plan area. The group are also aware that a neighbourhood plan which includes a site allocation will have more protection in the short term (two years from date of adoption) than one that doesn't (provided the Local Plan meets certain criteria).</p> <p>Could The group discussed the extent to which the Swaffham BulbeckNP could encourage or facilitate a more sustainable community (jobs and low carbon development).</p> <p>It was agreed this could be explored further. This was not mentioned during the workshop but the group may wish to access a resource on Locality's website called: "Neighbourhood Planning in a Climate Emergency. A guide to policy writing and community engagement for low carbon neighbourhoods plans". It is written by Centre for Sustainable Energy and is available to download here: https://neighbourhoodplanning.org/toolkits-and-guidance/how-to-write-a-neighbourhood-plan-in-a-climate-emergency/</p> <p>End of exercise Rachel and Mark advised the group to continue this exercise (issues which the NP must address, can't address and could address) outside the meeting.</p>	
5. Preparing a NP vision	
Rachel and Mark explained the importance and role of the NP vision, pointing out that it provides the link between the community priorities expressed during consultation and the planning policies (and community aspirations expressed in a NP). Rachel explained that examiners will expect to see a clear thread running from early community engagement – identification of issues – NP Vision – themes and objectives – planning policies and community projects.	Following revision of the SWOT and NP Prioritisation Exercise (which issues must the NP address), the NP group will start their own vision exercise. Cambs ACRE: send pdf of

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<p>Rachel and Mark also explained that the planning policies need to be workable and succeed at examination. This means that when preparing the NP vision, it is important the group consider the basic conditions which the plan, as a whole, will need to meet.</p> <p>Rachel provided some illustrated slides to help explain these points. These are to be emailed on to group following meeting.</p>	<p>slides over.</p>
<p>6. Preparing NP themes, objectives and policy ideas</p>	
<p>Rachel and Mark presented a blank template which the group may wish to use for recording key emerging themes, draft objectives relating to these themes, ideas on how the objectives could be realised and notes on possible policy ideas or project ideas.</p>	<p>Cambs ACRE: send blank template over.</p> <p>Following revision of the SWOT and NP Prioritisation Exercise, (which issues must the NP address), the NP group could use this template to develop their own broad framework for the plan (alongside the visioning work).</p>

Note prepared by Cambridgeshire ACRE on 14 March 2020