

Swavesey Parish Plan Group

Minutes of the tenth steering group meeting
Thursday November 8th.at 7.30pm 2007

1. Apologies for absence were received from – Abi Edwards, Helen Porter, Gillian Hunter, Naomi Laredo.
2. Those present, Alan Morris, David Whiter, John Pook, Nick Dennis, Melanie Baker, Derek Rata, Lynsey Newberry, Mark Campbell.
The Previous minutes were agreed.
3. Matters Arising

The software, on loan, from Melanie is to be passed to Lynsey for a final check on its suitability. We discussed how to manage data from the questionnaire. Alan and Lynsey will consider the best way we can manage the data. We will have to assess how we populate any data base we use. Nick Dennis Has met with the Village College and e-mailed a report to us all. He will let formulate questions for the questionnaire and pass them to Lynsey.

4. Progress.

Dave Whiter presented the latest progress report.
We need to progress the Village Profile work and have a draft of the questionnaire by mid December.

5. Budget.

Naomi Has analysed the quotes for the printing and we will take them forward when we are ready to print the questionnaire.
John reported that we still have £1980.00 available for the project.
We agreed that we need to budget at least £1000.00 for the printing costs, allowing for a 15% contingency for increased numbers etc.
In Gillian's absence, she has e-mailed to say that the budget for the Youth video exercise has an allowance for analysing the results and including them in the report.
We agreed that we may need to seek further income. John is concerned that 'Awards for all' as a funding source may be a problem as they are funding other village activities.

6. Questionnaire

Lynsey had circulated the questionnaire prior to the meeting. Others had forwarded comments to Lynsey, and John had passed to Lynsey his suggestions for questions to take account of the feedback from consulting the clubs etc.

We went through the questionnaire in detail and Lynsey noted the comments on her copy of the questionnaire. There is not space to note them all in the minutes.

7. Working Groups Reports.

David Whiter presented a report from the village profile group

- Document Group – comprises David Whiter (convenor), Naomi Laredo, Steve Boylan.
See the notes under the Programme section.
- Village Profile group – comprises Derek Rata (convenor) Alan Morris, John Jullien.
Work is ongoing, see the above progress report. .
- Consultation Group – Comprises Lynsey Newberry (convenor), John Pook, Steve Boylan (primary school) Gillian Hunter (Village College, youth).

We are awaiting a report from his visit to the Primary School from Steve Boylan

We concentrated on the questionnaire at this meeting and there was limited discussion under this heading

8. A.O.B.

We need to announce the questionnaire in the next Meridian.

9. Next Meetings

The Best dates I have received are Tuesday December 4th. and Thursday January 17th. As the function room at the White Horse is cold I propose we meet at 11 Market Street.