

Swavesey Parish Plan Group

Minutes of the eleventh steering group meeting
Tuesday December 4th at 7.30pm 2007

All present sent their best wishes to John Julien for his recovery from his illness.

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

3. Matters Arising

Lynsey is to pass the trial software back to Melanie. Nick is following up management of the questionnaires with other Parish plan organisers.

4. Progress.

Dave Whiter prepared a progress report and programme charts which were shared with the meeting. (see actions required below)

5. Budget.

John Pook and David Whiter had prepared a budget. The meeting agreed it was realistic providing we populated and analysed the data from the questionnaire with volunteers. Alan has tested the managing the questionnaire results using 'Access' and is able to confirm that this is possible. The meeting agreed to follow the above method and accepted the budget.

6. Questionnaire

Lynsey had circulated a revised the questionnaire prior to the meeting incorporating the suggestions she had received from the group. There are 71 questions at present. We agreed to review the questions and ensure they either inform about the nature of the village and its infrastructure or will raise issues for the plan. Feedback to Lynsey please! Alan has some necessary alterations to allow the results to be processed. We agreed that the free text answers will need careful manual analysis.

We agreed that a small group involving Abi, Alan, Lynsey and Nick would take forward the next stage of refining the questionnaire for consideration at our next meeting.

7. Working Groups Reports.

Document Group – Work is ongoing linked to the progress of the questionnaire and the village profile work.

Village Profile group –

David Whiter has started work on the village profile- He has asked for a contribution on the following sections from those who volunteered:

- Businesses and farms in the village ----- Derek Rata, Keith Wilderspin.
- Transport -----Mandy Smith
- Education -----Steve Boylan and Nick (Gillian volunteered to follow up issues with the College)
- Church and Faith groups -----Lynsey Newberry (a subsequent contribution has been received from Helen Porter)
- Youth facilities and provision -----Gillian hunter has passed a contribution to David.
- Surgery etc -----David will complete.
- Community Safety, Law and Order-----Mandy Smith
- Over Sixty Fives -----John Pook

We need a volunteer to tackle the village infrastructure and services! Any takers. John will contact Mandy to follow up her sections.

Consultation Group

Derek Rata is contacting businesses and will check with John Julien what he has done to date as soon as he is well enough. John suggested he share the Load if he has problems in contacting all the businesses.

Linda Miller has alerted John to issues arising from the Spartans Football Club and the playgroup. He has arranged to meet both bodies to follow their need for accommodation etc.

8. Key issues for next month.

Get in missing village profile sections.
Review the questionnaire
Review the report style

Report progress to Parish Council
Article for Meridian announcing the questionnaire

9. John circulated South Cambridgeshire District Council's Parish Plan statement.
10. The next Meeting will be on Thursday 17th January 2008 at 7.30 – Venue 11 Market Street.