

## Swavesey Parish Plan Group

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Minutes of the seventeenth steering group meeting.

5<sup>th</sup> June 2008

1. Apologies for absence were received from. – Helen Porter, Derek Rata, Lynsey Newberry, David Whiter

Those Present were: John Pook, Alan Morris, Abi Edwards, Naomi Laredo, Nick Dennis.

2. The previous minutes were agreed. John noted that David Whiter was present at the last meeting.

3. Matters Arising.

None.

4. Progress.

John passed David Whiter's progress report and updated chart to the meeting. The programme overall continues to slip. It was agreed to press on as set out below.

5. Budget.

The only major expense remains the cost of printing the final report.

6. Questionnaire.

John is gathering the Q's from collectors and numbering them in sequence. He is also collecting and keeping the prize draw returns.

John has passed the names of volunteers for data inputting to Alan, together with the numbered returns.

Alan is visiting the volunteers to equip them and their computers for the downloading task.

Alan showed the meeting the first analysis of the returns. The meeting agreed that the best way to illustrate the outcome was by bar charts based on actual numbers responding to the questions.

Once Data input is complete or nearing completion we shall need to assess the written comments. We agreed to take a proportion of the Q's and report back on important issues for the plan. Subsequently David has undertaken to prepare report sheets covering the main issues coming out of a sample he has looked at, in order to give a structure and common base to our work. It is important that we have all present for the meeting sharing these results.

#### 7. Working Group Reports.

Document Group – David submitted a report on work to date

Village Profile – This is almost complete but awaits two small sections.

Consultation Group – John and Derek are to ensure that results of consultations with the various groups consulted are included in the discussions arising from the analysis of the Q's.

Youth Project –Subsequent to the meeting John has contacted Gillian concerning progress on the youth questionnaire. She reports that the q is currently being distributed and returns are underway. She expects to have some early results for our next meeting.

#### 8. Next Meeting

8pm on the Thursday 17<sup>th</sup> July 2008