

Swavesey Parish Plan Group

Minutes of the sixteenth steering group meeting.

Tuesday 6th May 2008

1. Apologies for absence were received from. –Gillian Hunter, Naomi Laredo, Helen Porter, Nick Dennis

Those Present were: John Pook, Alan Morris, Abi Edwards, Lynsey Newberry.

2. The previous minutes were agreed.

3. Matters Arising.

The group have received a letter of thanks from the Festival committee for circulating the festival programme.

4. Progress.

David Whiter shared his progress report and programme. We are approx 2 weeks behind the programme.

5. Budget.

The only major expense remains the cost of printing the questionnaire.

6. Questionnaire.

The Qs. are all being distributed and collected. John agreed to contact helpers with a view to getting all the Qs., back by 21st May.

John will collect all the Qs., number them and separate the back page for the prize draw.

The following have volunteered to help input the data from the Qs., John and Carole, David Whiter, Francis Parish, Mrs Bishop (5 Taylors Lane), Lynsey and Abi. John will seek more volunteers.

Alan Morris will visit volunteers with the necessary software to ensure they are able to input the data. He will visit to collect the results.

We agreed that we would need a small group to sit down and consider all the written responses and their impact on the plan.

7. Working Group Reports.

Document Group – David presented a mock up of the report for information.

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

Consultation Group - We need to ensure that the results of the consultations are included in the consideration of the results of the questionnaire in formulating the plan. John agreed to ensure that Jonathan Kinns was included in the business consultation.

Youth Project – Gillian reported by e-mail that the filming was complete and that the youth questionnaire would be distributed to all Swavesey Village College Pupils and that she would separate the swavesey pupil replies and report on them to us. She required a target date. Our current target is the end of May for the Q., results. A more realistic date is likely to be the end of June.

8. Next Meeting

8pm on the 5th June at 11 Market Street