

Swavesey Parish Plan Group

Minutes of the Fifteenth steering group meeting.

Tuesday 8th April 2008

1. Apologies for absence were received from. – David Whiter, Naomi Laredo, Helen Porter.

Those Present were: John Pook, Nick Dennis, Alan Morris, Abi Edwards and from 8.00 pm Lynsey Newberry.

2. The previous minutes were agreed.

3. Matters Arising.

John reported on progress with discussions about the pavilion on the village green. There is to be a meeting with the Planners to test out their initial views.

4. Progress.

Dave Whiter produced an up to date progress report. We are largely on programme.

5. Budget.

We have ordered the questionnaires via the Village College for £ 288.23. Linda Miller has agreed ways to pay with the college.

6. Questionnaire.

Thanks to Naomi and Lynsey for their work in incorporating comments on the questionnaire and creating the final version for printing.

John has arranged for printing the Qs. He has circulated his draft instructions to distributors to the committee for comment. He has a list of distributors for the village save for half of Moat Way.

We agreed to incorporate advice to distributors to agree a date for collecting Qs where possible when delivering, and to add a sheet set out to allow entry of addresses where the first collection was not possible. Abi volunteered to cover half of Moat Way

The Youth Questionnaire – Nick has e-mailed Gillian as she has not been at the College over Easter. He will follow up on her progress.

Alan reported that he needed a word copy of the latest Q – Lynsey to provide. John will copy the PDF version to all the committee with the minutes.

Alan reported that we need to recruit volunteers to input the data from the Q. They would require a pc and at least a 1995 version of Microsoft Excel and ability to download the programme from e-mail or from a CD or memory stick. Each form will take approx 10 mins. for data input. Alan suggests that he provides a simple instruction session for in putters. There could be up to 100 hours of total time involved. John to purchase some 1GB memory sticks to transfer data.

John will e-mail the committee and supporters to seek help with the task!

We agreed that the next meeting needs to consider interpreting the outcomes both of the data processing and written comments. This will involve analysing the main outcomes, and the editorial work necessary to include the results into the final plan.

7. Working Group Reports.

Work is progressing in all areas. Alan needs to know the dimensions of the final document before he can progress work on the maps.

8. Next Meeting

6th May at 8pm at 11 Market Street. (Note new time)