

## Swavesey Parish Plan Group

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Minutes of the ninth steering group meeting  
Thursday October 11<sup>th</sup>. at 7.30pm 2007

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

### 3. Matters Arising

Melanie will loan the software for analysing the questionnaire to for assessment.

Steve Boylan and Nick Dennis have arranged to meet Mike Fox and Martin Bacon, this week, to share the Parish Plan with the Village College. Mandy Smith, our County Councillor, has agreed to feed into the plan issues relating to the police and other safety issues.

### 4. Progress.

Dave Whiter presented the latest progress report.  
The questionnaire is our priority.

### 5. Budget.

The meeting thanked Naomi for her specification for the printing of the questionnaire and plan document. John will obtain quotes to inform the budget.

In Gillian's absence, Melanie will notify us of the grant for the youth video project and whether it can be used to analyse and publish the results in the plan.

John is anxious to meet with Gillian to ensure that she is not seeking grants for the festival from sources we may need for the plan.

### 6. Questionnaire

The meeting agreed to use the Over questionnaire as a basis for ours, but with no separate youth section.

We should send out the questionnaire in about six weeks.

The Document group will circulate the document for comment and additions to members of the committee and consultants.

We agreed to test the document with a small group of people outside the committee.

Melanie suggested launching the questionnaire with publicity such as posters etc.

We agreed to collect questionnaires with a second follow up call if the first visit was unsuccessful.

## 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. Questionnaire preparation is underway
- Village Profile group – comprises Derek Rata (convenor) Alan Morris, John Jullien.  
Work is ongoing, see the above progress report. Alan Morris will need to clarify the method of printing maps following contact with the printers.
- Consultation Group – Comprises Lynsey Newberry (convenor), John Pook, Steve Boylan (primary school) Gillian Hunter (Village College, youth).

John has now contacted all the clubs and organisations in the village. He will produce a summary of feed back to inform the questionnaire. Thanks to Alan for his contact and feedback from the over fifties.

John is still to contact the Over surgery.

The progress report notes action on other matters.

## 8. A.O.B.

The next deadline for the Meridian is 20<sup>th</sup> October

## 9. Next Meeting

Thursday 8<sup>th</sup>. November at 7.30 pm. in the White Horse.