

## Swavesey Parish Plan Group

---

Minutes of the Twelfth steering group meeting  
Thursday 17<sup>th</sup> January 2008 at 7.30 pm.

1. Apologies for absence were received from - Helen Porter, Lynsey Newberry, Melanie Baker (Melanie is no longer in post but will continue to forward minutes etc. to her successor)
2. Those present, Alan Morris, John Pook, Nick Dennis, Derek Rata, Gillian Hunter. Naomi Laredo.  
The Previous minutes were agreed.

3. Matters Arising

John Pook reported on a meeting he attended with Linda Miller between Gary Peet (Spartans Football Club) the FA and South Cambs about the Pavilion on the green and affiliation to the FA. Gary and the Spartans are to visit a few local pavilions and report back on possibilities, to link with other groups, to contact the primary school about sharing facilities and parking. John and Linda will meet with the planners to sound them out about their requirements.

John and Gillian are to meet with Tony Rudkin in order to understand the agreement the college has with South Cambs about joint use of recreation facilities, and the plans the college has for developing sport in the community.

4. Progress.

Dave Whiter prepared a progress report and programme charts which were shared with the meeting.

5. Budget.

Naomi raised a concern that the questionnaire and plan are likely to be longer than allowed for in the printing quotes. We noted that we had allowed a £200 contingency for the printing and still had a further £200+ available from our funds. Agreed to keep the printing budget under review.

6. Questionnaire

Lynsey had circulated a revised the questionnaire prior to the meeting incorporating the suggestions she had received from the group.

Lynsey has received further feedback . We agreed that the small review group would meet to finalise the questionnaire by incorporating feedback and omitting all unnecessary material.

We agreed that the resulting questionnaire would be tested by representatives from the WI, Parish Council, Churches, Over fifties. John to arrange.

Nick had tested the current version with his family. It took about 20 mins to complete.

We agreed to circulate and collect the questionnaire in a similar way to the method used for the census, by delivering and collecting them from each household. To do this we need a team of volunteers to take on 30 – 40 houses. John agreed to contact local groups to seek help for this task.

We reviewed the programme for the timing of the above and discussed Publicity. We agreed to seek a design for a poster using our strap line ‘ Your Say in Our Future’.

Alan will seek changes to the format of the questionnaire to allow for easy analysis.

Gillian is anxious to ensure consultation with young people as the Video project will have a limited feed back. She proposed funding a short youth questionnaire from the funds for the project and shared a proposed format. We agreed to accept her offer. The questionnaire to have a limited circulation to households with teenagers.

## 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 continued his work on the village profile. He is awaiting input non a few gaps (see previous minutes), and asked for comments on the draft he has circulated.  
We agreed that it would be helpful if the final report had a section near the start that summarised the report findings.  
We agreed to send a copy of the profile to John Shepperson for comment.

## **Consultation Group**

Derek has completed his consultation with businesses and farmers, and has some interesting findings to report:

The Buckingway businesses find the overnight lorry parking helps with Security, but still have problems with litter.

Employers report that a majority of their workers come from outside the village.

John reported on his contact with the playgroup and their current plans.

Naomi asked if he had contacted the Bell Ringers. John thought they would be included by contact with the church through John Yule and Mark Campbell. He will ensure they are contacted and ask for feedback directly nor through Naomi.

### 8. Key issues for next month.

Complete and test the questionnaire.

Develop the village profile

Prepare publicity for launch of the questionnaire.

### 9. The next Meeting will be on Wednesday 27<sup>th</sup> February 2008 at 7.30 – Venue. Courtesy of Dave Whiter at Brooklands, Market Street. Note. John offers his apologies – he will circulate the agenda in time for the meeting. Volunteer needed to take minutes!