

## Swavesey Parish Plan Group

---

Minutes of the eighteenth steering group meeting on 17<sup>th</sup> July 2008

1. Those Present were: Alan Morris, Lynsey Newberry, David Whiter

Apologies for absence were received from John Pook, Naomi Laredo

2. Previous Minutes

The previous minutes were agreed.

3. Matters Arising.

None.

4. Progress.

The progress report was presented. Progress had slipped to eight weeks behind programme, however the entry and analysis of the questionnaire responses (which had been the problem) was nearing completion.

5. Budget.

There had been no further costs this month.

6. Questionnaire.

At least 450 questionnaires had been returned and numbered, and a few more were still expected.

Almost all data had been inputted, and Ian Miller's 25 were due shortly. Alan would contact Abi about her 25.

The free text entries were complete apart from Ian and Abi's batches. Examples had been circulated.

Alan's proposal was accepted that analysis would start after July 26 when no more questionnaires would be accepted. Analysis should take two to three weeks and results would be circulated before the next meeting. As

the analysis would run to about 25 double sides, issue would be limited to those interested.

A summary of the free text responses would be circulated before the next meeting.

#### 7. Working Group Reports.

As the Profile and the Consultation were virtually complete no further reports were needed.

However, short pieces on current youth facilities and faith groups were outstanding for the Profile. Lynsey was awaiting some information from John Yule and David Mann. John would provide a piece on provision for the elderly

Action: Gillian, Lynsey, John

Additional pictures for the report were being obtained.

Action: David

#### 8. Youth Project

Gillian had been unable to attend but was due to present the youth video to the Parish Council on July 21, and it was hoped she could clarify the position of the survey results. A summary of the youth survey was needed for formulating recommendations and for the report.

Action: Gillian

#### 9. Prize Draw

With all the questionnaires returned it was agreed to carry out the prize draw and to publicise it in The Meridian. Alan asked for a picture of the draw and the presentation of the hamper with a short text.

Nick was organising the hamper. If he needed to buy components, he should consult John on cost.

Alan said the deadline for material for The Meridian (October/November) was **August 20**. The Parish Council meeting on August 18 could be the occasion for the draw.

Action: Nick

## **10. Recommendations**

**It was proposed that recommendations to the Parish Council should be discussed and agreed at the next meeting.**

Analysis of the data and the free text would be circulated beforehand. Copies of questionnaires could be provided members who not seen them to familiarise themselves with respondents views.

Action: Alan, David

Members should submit suggested recommendations to John ONE WEEK before the next meeting.

## **11. Printing**

John needed confirmation from David on the number of pages before seeking printing quotes.

Action: David, John

## **12. Briefings**

The response contained information of interest to the village, the Parish Council and other institutions (e.g. the surgery, the Village College etc).

We should consider making the analysis visible to the public, possibly through an exhibition at the Memorial Hall, and to institutions through printouts.

Action: committee decision

## **13. Next Meeting**

**The proposed date is September 11.**

As the next meeting would be important, members would be contacted to confirm they could attend, and to ensure they had the information for their proposed recommendations.

Action: John, David