

## Swavesey Parish Plan Group

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Minutes of the first steering group meeting  
Tuesday 20<sup>th</sup> February.

1. Apologies for absence were received from – Marion Sutcliffe, Helen Porter, Lynsey Newberry, Jon Reed, Naomi Laredo.
2. Those present introduced themselves and outlined the ways they could assist the project. Those present: Abi Edwards, Alan Morris, Andy Kent, Bob Wilson, Caroline Wilson, David Whiter, Derek Rata, Gillian Hunter, Jan Kent, John Jullien, John Pook, Nick Dennis, Rob Sutcliffe, Shirley Parker, Steve Boylan, Tim Parish, Francis Parish. Melanie Baker from Cambridgeshire ACRE attended to assist the meeting. John Pook asked that the Skills Survey he e-mailed be completed and returned which he would summarise and combine with the introductions to circulate with the minutes.
3. Report from the Parish Council
  - 3.1 **Grant Funding.** The Parish Council has received a grant of £1500 from DEFRA (via Cambridgeshire ACRE) in addition the Parish Council has pledged £500 towards the project costs.

The funding can either be handed directly to the project group, if it opens a bank account, or the bills can be passed back to the Parish Council for payment. The parish council can claim back VAT, but the group would have to follow the financial regulations governing the Parish Council.
  - 3.2 **Use of the Memorial Hall.** The group can use the memorial hall for meetings. The cost of hiring will be met from the Parish Councils contribution towards the cost of the project. The group is free to meet elsewhere. Open meetings and exhibitions can be held in the hall.
  - 3.3 **Accounting.** A condition of the ACRE grant is that quarterly reports must be sent to them, a basic example is available for the treasurer. These must be sent at the end of March, June, Sept., and Dec. The treasurer will need to liaise with Linda Miller to make sure these are sent.
  - 3.4 **Website.** Linda has created a Web Page for the Parish Plan via the Swavesey.org.uk website. Alan Morris is willing to update the site for the group. Linda has sent a report of the group as copy for the next Meridian.

3.5 The **Annual Parish Meeting**. Tuesday 3<sup>rd</sup> April, Memorial Hall.

This is an opportunity to publicise the group and give a brief update of progress and who is on the committee.

**4. First actions and ideas of the Group arising from discussion.**

4.1 The Skills Survey of the groups' membership will show links to other sections of the community. From the survey we can identify groups that may need representation. We identified a need to involve young people, especially in specific areas that affect them. Gillian Hunter thought that projects such as digital storytelling and a youth forum would be relevant tools.

4.2 In addition to the formal officer roles we need to identify people/groups with specific roles for publicity/PR, Questionnaire, links with clubs, contacting business, etc. It is a priority to establish these roles and groups.

4.3 Getting to know the village. John Pook will gather information and circulate it with the next agenda to include: The village plan, census information, a list of clubs and societies, and any other relevant information that is passed to him. Other areas we need to follow up: links to the three church communities, schools, the RSPB and the lakes, an audit of village amenities including footpaths and bridleways, environmental concerns, etc. Alan Morris reminded the group that Google Earth gives a good plan view of the parish.

4.4 A constitution for the group. Melanie Baker will provide a model constitution for consideration at our next meeting.

4.5 Melanie suggested a first step is to write to local Stakeholders. She will provide an initial list for us to add to. It will include : Local MP, County Councillor, District Councillor, Police, doctors etc.

**5. Election of officers for Chairman, Secretary, Treasurer.**

The meeting agreed to nominate and elect the officers at the next meeting once the skills survey details were complete. It would be helpful if anyone willing to take on one of the posts could indicate this on their skill survey return or notify John Pook before the meeting.

**6.** The next meeting will be held on Tuesday 20<sup>th</sup> March 2007 at 7.30 in the Memorial Hall meeting room.