

Swavesey Parish Plan Group

Minutes of the second steering group meeting
Tuesday 20th March.

1. Apologies for absence were received from –Lynsey Newberry, Jon Reed, Naomi Laredo, Abi Edwards, Bob Wilson, Caroline Wilson, Shirley Parker.
2. Those present: Alan Morris, David Whiter, Derek Rata, Gillian Hunter, John Jullien, John Pook, Nick Dennis, Steve Boylan, Helen Porter. Melanie Baker from Cambridgeshire ACRE attended to assist the meeting.
3. To receive the results of the Skills Survey.

The Skills Survey results were circulated to all committee members. It was agreed they would assist in informing the make up of the various posts and groups of the committee.

4. To adopt a constitution for the committee.

It was decided to accept the model constitution subject to the following amendments:

- The size of the committee to be up to 20 people
- Agreed to the list of officers but the exact number and tasks are to be refined once the various working groups are up and running.
- Agreed that meetings shall be Quorate if 5 or more members are present
- Agreed that the committee can include 3 Parish Councillors.

5. The following officers were nominated and elected by the meeting:

- Chairman: Nick Dennis
- Secretary: John Pook
- Treasurer: Derek Rata
- Alan Morris: PR and Web Master

6. To identify tasks and volunteers to take them forward.

- John Pook agreed to take on the task of identifying and writing to Local Stakeholders to introduce them to the Parish Plan and seek any issues they may identify for our study.
- Prior to preparing a questionnaire the meeting discussed how to proceed and break down the work into sub groups. Three working sub groups were agreed.

1. Document Group. David Whiter agreed to lead a group to look at other parish plans and consider what our plan should contain and how it should be put together.
2. Village Profile Group. To gather information about the make up of the village from census information and elsewhere including transport, access, working patterns, education, leisure, sport etc. The result to enable a profile of the village to be included in the plan to inform its outcomes.
3. Consultation Group. To contact and consult with the various organisations, businesses, clubs, etc in the village.

A list of the members of the various groups is attached to the minutes. Convenors are required to organise the work of the Village Profile Group, and the Consultation Group. Within the Consultation Group the following volunteered to take forward specific key areas.

- Gillian Hunter is involved with the 'Swavesey Action for Youth Forum' She is confident that by using video filming with young people and working through the forum it can inform the Parish Plan of the views of young people. She is hopeful of obtaining grant funding for the work. The meeting agreed to her going ahead with the project. She will also liaise with the Village College.
- Helen Porter / Lynsey Newberry will liaise with the churches in the village to ensure their views are known to the committee and they are aware of our work.
- Steve Boylan agreed to keep the primary school involved in the Parish Plan
- Other members expressed interest in business and sports. Derek Rata was particularly interested in promoting cricket in the village.

For those unable to attend the meeting please indicate the groups you would like to join and in particular if you could become a convenor for one of them.

7. Other issues and actions

David Whiter suggested that we should have an action plan/outline timetable for our work and agreed to prepare a draft for our next meeting.

John Pook agreed to prepare a contact list of members of the committee and those interested in helping but not wishing full involvement.

We need to identify additional sources of funding. Melanie Baker is able to suggest other sources of grant funding.

Melanie circulated the following resource sheets to help with our work. John Pook has spare copies.

- Resource Sheet 3/7 'developing a project plan'
- Resource Sheet 4/1 'community consultation' 'consultation techniques'
- Resource Sheet 4/4 'community consultation' 'methods of engaging young people'

8. A.O.B.

Alan Morris has produced useful maps of the parish showing the full extent of the boundaries.

A suggestion that we approach the Camera Club to produce the Photos to illustrate the plan.

Alan has prepared a simple update for the next copy of the Meridian. We need an article for the following issue. The closing date for copy is the end of April.

We need to link in with other village activities such as the Swavesey Festival and the Library open day on May 5th.

9. Next Meeting

Thursday April 19th. in the meeting room at the Memorial Hall