
Swavesey Parish Plan Group

Minutes of the fourteenth steering group meeting
Wednesday February 27th at 7.30pm 2007

1. Apologies for absence were received from – John Pook, Nick Dennis, Helen Porter, Gillian Hunter.

Those present, Derek Rata, Naomi Laredo, Lynsey Newberry, Alan Morris, David Whiter.

2. Previous Minutes

The Previous minutes were agreed.

3. Matters Arising

John had contacted the bellringers via a letter to Andrew Stevens. John was also formulating ideas about a new pavilion for the green with a visit to the new pavilion at Mepal.

Derek also had ideas to share on a pavilion.

Action: John to contact Derek to discuss.

4. Progress.

David reported that work was on programme. A progress report and programme charts were shared with the meeting.

5. Budget.

There had been no expenditure this month.

6. Questionnaire

John had issued the draft questionnaire as a test run and was waiting for feedback, which should be available about March 6, when Lynsey would apply the final tweaks to the questionnaire.

Alan asked for a copy of the test responses to allow him to test the data analysis.

Action: John to forward copy of test questionnaires to Alan, and comments to Lynsey.

Naomi noted an absence of questions related to over 65s. Alan and Lynsey said their views could be assessed by relating age of respondents to answers. No change needed.

Naomi also noted no question on use of the Memorial Hall, and questions would be added.

Action: Lynsey to add Memorial Hall question

The remaining questions would be related to planned sections of the report. Alan wanted the questionnaire format to be maintained. Subject to the implementation of these points, the questionnaire was approved.

7. Distribution and Collection

The following had volunteered to undertake distribution and collection as follows.

Alan	Blackhorse Lane, Hale Road, Taylors Lane
Lynsey	Wallmans Lane, Hobbledodds Close
Shirley Parker	Chantry Close
Naomi	High Street
Derek + Christine	School Lane, Rose and Crown Road, Market Street
David	Station Road, Over Road, chequers Court
Linda Miller	Thistle Green

(305 of 950 residences)

Alan noted that the traveller site Scotland Drove, Rose and Crown Road was not included on the list of postal addresses.

Action: John plus committee to find more distributors.

The distribution questionnaire would be highlighted in The Meridian at the end of March. David would forward an A4 poster layout for notice boards, shops etc for display a week or so before distribution. Alan to print and laminate posters.

Action: David and Alan to produce poster.

8. Working Groups Reports.

Document Group – A draft of the Responses section had been issued for comment. Consideration of the Report style had been largely completed. Any comments on style or draft Responses section should be forwarded to David by March 3.

Lynsey would produce a Profile piece on faith groups (including the

Strict and Particular Baptists). John's words on over 65s were awaited.

Village Profile Group – The Parish Profile had been edited down to 10 sides, and circulated for comment. Comments should be forwarded to David by March 3. A copy had been given to John Shepperson for comment if necessary.

Consultation Group – The questionnaire draft was ready apart from the final adjustments noted in Minute 6 above.

John had the detailed responses from clubs, organizations etc, and these would be written up as detailed responses in due course. They have been noted in previous minutes.

of Action: John to provide detailed responses
clubs, organizations, etc.____

9. **Key issues for next month.**

When the final adjustments to the Questionnaire were in place, **John would obtain firm quotes and place an order for printing the questionnaire.**

Distribution of the questionnaire was scheduled to start around March 24.

David would arrange to meet Geoff Green to consult on design of the report. Geoff would be asked to produce a cover, and three sample pages of the Parish Profile, and to advise on binding allowance and margins.

Naomi's offer to produce the layout for printers (around September subject to her holiday arrangements) was gratefully accepted.

9. Any Other Business
No other business.

10. Next Meeting

The next meeting was fixed for **March 19**, (before distribution of the questionnaire) at 11 Market Street, 7.30pm, (venue to be confirmed).