



Swavesey Neighbourhood Plan Steering Group Meeting

To all members of the Swavesey Neighbourhood Plan Steering Group

DATE: Monday 3rd April 2017

TIME: 7.00pm

**VENUE: Business Cloud Integration,
Unit 1, Carisbrooke Court
Buckingham Business Park**

Mrs L Miller, Clerk to Swavesey Parish Council, 27th March 2017

QUORUM: 8

AGENDA

Item Ref.	Item	Lead
2017/03NHP-1	Welcome To receive and approve apologies for absence	Chair
2017/03NHP-2	Declarations of Interest	Chair
2017/03NHP-3	To approve the notes from the meeting held on 6 th March 2017 Matters Arising	Chair
2017/03NHP-4	To report from Open Meeting held 13th March 2017 Notes circulated. Review of Focus Groups, format & actions	Chair
2017/03NHP-6	Actions:	
	(i) Management structure – Group input	VB
	(ii) Communication Strategy	SW
	(iii) Project Plan – Gantt Chart – Update and future activities	VB
	(iv) Correspondence from Gamlingay NP Group: To respond to update on Housing Needs Survey proposal and meeting with Gamlingay NP and Beds Rural Communities Charity	VB/LN
	(v) Visit from Bridget Smith (Gamlingay) - Questions to ask?	Chair/LN
	(vi) Consultation Events	Chair
	1 Annual Parish Meeting – Weds 12th April, 7.30pm Presentation to update on progress and what consultation will be taking place Ppt slides – presenter – display posters/material?	Chair/SW
	2 Primary School Fayre – Sat 20th May, 12noon – 3pm People to man stand – Gazebo – table/chairs – leaflets – posters Children’s game or raffle to raise funds for PTA (stall space FOC)	Chair
	3 Other village events and community engagement	LN
2017/03NHP-7	Budget-Finance Update	LN/LM
2017/03NHP-8	Items for information and next meeting	Chair
2017/03NHP-9	Date & venue of next meeting - Monday 8th May 2017, 7pm	Chair

Swavesey Neighbourhood Plan Steering Group Chairman – Mr Chas Barclay

Clerk to the Steering Group: Mrs Linda Miller, 21 Thistle Green, Swavesey, CB24 4RJ

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