



Swavesey Neighbourhood Plan Steering Group Meeting

To all members of the Swavesey Neighbourhood Plan Steering Group

DATE: Monday 6th March 2017

TIME: 7.00pm

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

Mrs L Miller, Clerk to Swavesey Parish Council, 28th February 2017

QUORUM: 8

AGENDA

- 2017/03NHP-1 **To receive and approve apologies for absence**
- 2017/03NHP-2 **Declarations of Interest**
- 2017/03NHP-3 **To approve the notes** from the meeting held on 6th February 2017
Matters Arising
- 2017/03NHP-4 **To approve the Terms of Reference**
- 2017/03NHP-5 **To report on Policy Writing Workshop** attended on 22nd February 2017
Attendance by CB, LN, PW, WW
- 2017/03NHP-6 **Actions:**
- (i) **Communication Strategy** – Stuart & Jessica are they happy to organize?
 - (ii) **Project Plan** – Explanation of the project plan
 - (iii) **Gantt Chart** – Explanation of the Gantt Chart
 - (iv) **Evidence gathering** – Is there any existing data of which people are aware?
 - (v) **Activities/workshop Workshop** – Need to organise a workshop to identify and distribute activities and workshops – Who? When?
 - (vi) **Do we want a visit from Bridget Smith (Gamlingay)**
Bridget Smith, who is working on the Gamlingay NP is willing to come and talk about their efforts. Do we want this? When? Questions to ask?
 - (vii) **Meeting place**
Is the group happy with the venue, it being some distance from the village centre?
Car sharing? Public attendance?
- 2017/03NHP-7 **Items for next meeting**
- 2017/03NHP-8 Date & venue of next meeting - Monday 3rd April 2017, 7pm

Swavesey Neighbourhood Plan Steering Group Chairman – Mr Chas Barclay

Clerk to the Steering Group: Mrs Linda Miller, 21 Thistle Green, Swavesey, CB24 4RJ
Tel: 01954 202982 Email: clerk@swavesey.org.uk Website: www.swavesey.org.uk