



Swavesey Neighbourhood Plan Steering Group Meeting

To all members of the Swavesey Neighbourhood Plan Steering Group

DATE: Monday 3rd July 2017

TIME: 7.00pm

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

Mrs L Miller, Clerk to Swavesey Parish Council, 26th June 2017

QUORUM: 8

AGENDA

Item Ref.	Item	Lead
2017/07NHP-1	Welcome To receive and approve apologies for absence	Chair
2017/07NHP-2	Declarations of Interest	
2017/07NHP-3	To approve the notes from the meeting held on 5 th June 2017 Matters Arising	Chair
2017/07NHP-4	To report from Networking Discussion held on 20/06/17 Including Cambs ACRE – to contact for advice regarding questionnaire writing and analysis, planning consultants, housing survey, etc	VB/DH LN/WW
2017/07NHP-5	Finance (i) To discuss grant funding from Locality (with regard to item 4 discussion) (ii) To update on Plan Budget	Chair
2017/07NHP-6	To report from Working Party Meetings – Progress update (i) Existing Evidence Working Group almost-final report (ii) Pre-consultation Working Group	SR VB
2017/07NHP-7	Compass Café consultation To confirm date and attendance from Steering Group, information to hand out, consultation plan, etc	Chair
2017/07NHP-8	Actions: (i) Communications – update on spreadsheet completion, Meridian Magazine articles, facebook updates, etc (ii) Project Plan – Gantt Chart – Update and future activities (iii) Future Consultation Events – Where, when, format?	SW VB
2017/07NHP-9	Items for information and next meeting	Chair
2017/07NHP-10	Date & venue of next meeting - Monday 7th August 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

Tel: 01954 202982 Email: clerk@swavesey.org.uk Website: www.swavesey.org.uk