

# **BROCKWORTH PARISH PLAN**

## **Steering Group Meeting 4<sup>th</sup> October 2010 3pm**

Present: Maureen Rowcliffe-Quarry (Chair), Julie Shirley (Secretary), Carole Neal (Treasurer), Jude Perez (Events & Volunteer Co-ordinator), Janet Butler, Kelly Noble.

### **1. Apologies**

Chris Spencer and Roger Holland were both unable to attend the meeting. Ben Evans has had to withdraw from the steering group due to a change in his working arrangements.

### **2. Review of Meeting Notes**

The meeting discussed the previous meeting notes. It was noted that the drop box at Tesco had not been found and our new contact at Tesco was looking for it.

### **3. Analysis Update**

All the comments received have now been entered into the spreadsheet under the various headings. Julie will summarise the comments into recurring themes.

### **4. Publicity**

(Jude left the meeting during Publicity as she had another appointment).

Julie will email Freddie at The Citizen again about the Photo Competition. The group looked at the draft posters that Kelly had designed. The group agreed to purchase an A-frame poster display and 2 x A1 posters to use outside the drop-in sessions. The A-frame display unit can be used again with different posters so the group felt it would be a good investment. Kelly has an A3 colour printer that she can use to produce the posters. Best of Gloucester has also offered the use of their A3 colour printer.

The following headings were agreed for the posters:

- Environment
- Housing
- Education & Health
- Business & Services
- Leisure & Community Organisations
- Transport
- Community Safety

Julie will email Kelly with a summary of the comments under each of the headings to help with the content for the posters.

The group agreed that using Facebook would be a good way of publicising the drop-in sessions. Julie will create a page for Brockworth Parish Plan.

### **5. Drop-in Sessions**

Drop-in sessions confirmed for (1) Monday 1<sup>st</sup> November 4-8pm at The Whittle Inn, (2) Tuesday 2<sup>nd</sup> November 4-8pm at St Patricks Church Centre, and (3) Saturday 6<sup>th</sup> November 9.30am to 12.30pm at Brockworth Community Centre. Members from the Steering Group would be needed at each session but it is hoped that other volunteers will agree to also help. Kelly is available for all 3, Julie is available for all 3 but not for the full time, Maureen is available for Tuesday and Saturday. Carole is available for Monday and Saturday sessions. Julie will contact all the volunteers and other people that have given their contact

details to invite them to the meeting on Tuesday 26<sup>th</sup> October, 2-4pm, to plan the drop-in sessions. Letter to include details of what we have done so far, the number of responses received, the recurring issues that have come up, and that we need more input. Include information about the drop-in sessions to they can let other people know.

### **5. Update on Business Consultation**

Maureen circulated a list of businesses based in Brockworth and Carole, Kelly and Janet volunteered to find email addresses for the business consultation email. The email to the business contacts to include information on what we've done so far, the recurring issues that have come up, and that we would like to know any issues that affect the businesses. Invite to the drop-in sessions. Also include a request for sponsorship to help with printing costs of the final parish plan document, or the community event where we launch the action plan.

### **6. Review of Budget**

£124 spent so far, with approximately £680 committed which leaves us with a budget of £696.

### **7. Next meetings**

Tuesday 26<sup>th</sup> October 2-4pm at the Community Centre to organise the drop-in sessions – Steering Group and Volunteers.

Drop-in sessions booked for 1<sup>st</sup> November, 2<sup>nd</sup> November, and 6<sup>th</sup> November.

Saturday 6<sup>th</sup> November 12.30pm at the Community Centre – Steering Group only.

Meeting closed at 4.15pm.