

BROCKWORTH PARISH PLAN

Steering Group Meeting 5th April 2011 5.30pm

Present: Maureen Rowcliffe-Quarry (Chair), Julie Shirley (Secretary), Jude Perez, Carol Brasington, Carole Neal, Janet Butler, Hilary Clifford

1. Apologies

Chris Spencer sent his apologies.

2. Review of Meeting Notes

The group reviewed the last meeting notes. It was noted that the planned meeting on 24th February was cancelled and a volunteer-briefing meeting was held instead on 28th February. The briefing was well attended and we had a total of 35 volunteers help with the survey delivery and collection.

3. Discuss inputting of parish plan survey comments

The group discussed the need for volunteers with Excel skills to help input the comments made on the survey forms as these will not be read by the automatic analysis. Julie described how the comments will be collected on an Excel workbook containing 50 worksheets (one for each question). Julie mentioned that a PC can be made available at the Community Centre on Mondays and Wednesdays but need to confirm with the parish council that this will be okay. It was agreed to contact all the volunteers that have been involved so far and ask for help. Julie will also contact SVHS and GHA.

4. Agree deadline for return of analysis from GRCC

Julie agreed to ring GRCC to see if a deadline of 12th May was possible, so that we could then publish an overview of the results in the May/June newsletter with full analysis published in the July/August newsletter, along with an action plan.

5. Discuss the analysis report that will be published

The group discussed the sections that will be needed in the final report and some of the sections could start to be drafted now. Julie will draft the Forward and Decision to carry out a parish plan, the consultation process, and issues arising. Carole N will draft the history of Brockworth and community facilities and services sections. Jude will draft the demographics & census information section. Maureen will draft the environment and biodiversity section. Julie will also find a map that could be used in the document. Drafts to be completed by 28th April. The group agreed that it would be a good idea to put in questions and answers in the next newsletter to answer questions raised on the surveys where no address for reply had been given. Julie will put these together for the next newsletter.

6. Prize Draw

The group agreed that the parish council should draw the free prize draw at the council meeting on Wednesday 6th April.

7. Next Meeting Date

The steering group meeting on Thursday 28th April at the Community Centre will be at 3pm.

Meeting closed at 6.30pm for the volunteer thank you refreshments.