

## **BROCKWORTH PARISH PLAN**

### **Steering Group Meeting 19<sup>th</sup> May 2010**

Present: Maureen Rowcliffe-Quarry (Chair)  
Julie Shirley (Secretary)  
Carole Neal (Treasurer)  
Jude Perez (Events & Volunteer Co-ordinator)  
Ben Evans  
Roger Holland  
Janet Butler  
Chris Spencer

JS circulated the paperwork provided by GRCC to aid the steering group's first meeting. An agenda was outlined as follows:

- Appoint Chair, Treasurer, Secretary, other roles
- Composition of Steering Group
- Main aim and objectives
- Main ways of consultation
- Budget and costings
- Involving people

The meeting started by nominating Maureen as the chair of the steering group, Julie as the temporary secretary, and Carole as Treasurer. It was also agreed that Ben would write progress reports to be published on the website, newsletter and to the parish council. Jude agreed to co-ordinate volunteers and events.

The composition of the steering group was discussed and it was recognised that the group was not fully representative of the parish. The age group under 30 years was not represented, nor any minority groups, businesses, schools or the Coopers Edge housing development. Ben agreed to ask the youth forum if they will appoint someone to join the steering group to represent the youth group. Ben also agreed to talk to the Chairperson of the Coopers Edge School to see if they can identify someone willing to be involved. The group agreed to ensure that businesses and places of worship would be included in the consultation and that hopefully someone from these areas will be willing to come onto the steering group. The boundaries of Brockworth were discussed and Chris said he would get a map showing the boundaries of Brockworth.

The group agreed to adopt the model constitution for steering groups with an amendment to the list of officers appointed.

The aim and title of the parish plan was discussed and it was agreed to use "Brockworth Parish Plan: Proud of the Past, Improving the Future for Everyone".

The mission statement was also discussed and agreed as follows:

*Brockworth Parish Plan is a statement of how our local community in Brockworth sees itself changing and developing over the next few years.*

*It respects the views of all sections of our community  
It highlights the features and local characteristics of the Parish*

*It highlights our local problems and opportunities*

*It sets out what we want for the future*

*It prepares an action plan to achieve our vision*

*It is prepared by our community for our community in Brockworth.*

Consultation was discussed and Roger tabled a consultation form he had put together for his community groups. It had two questions: “What do you like about Brockworth” and “What don’t you like about Brockworth”. The group agreed to include a line at the bottom of the form for people to leave their contact details if they wanted more information or to get involved. Roger is able to photocopy a number of these forms if needed. Roger also offered to collate the forms when they are returned from other groups. It was agreed that Julie will email the form, plus the brief, to the volunteers who agreed to talk to their community groups, and also send out to the volunteers not on email. The group agreed a deadline of 30<sup>th</sup> June for the return of the forms and then the group will meet again to look at the responses.

Drop boxes were discussed and Ben offered to prepare boxes for worship places, gathering places, retailers, education premises and community groups. The parish plan brief would be taped to the box to save on copying it to every purpose consulted.

Consultation would also take place at specific events, such as table top sales, coffee mornings, fetes, etc and Jude will compile a list of the upcoming events and then co-ordinate volunteers to attend each event.

It was agreed that the first stage of the consultation will be as follows:

- Consult with the community groups with very open questions to gather information
- Results of this survey would then feed into focussing the second stage of the consultation which would aim to capture the views of as many individuals in the area as possible (both residents and visitors)

GRCC’s proposed plan of how they could assist was discussed and it was agreed not to use them any further for this stage of the consultation. Future stages will be discussed as we get to them.

The steering group is meeting again on Tuesday 8<sup>th</sup> June at 3pm to 4.30pm in the Community Centre.