

## 3 The Process of Creating the Parish Plan

### 3.1 Team Recruitment

It was important that the team created to develop the Parish Plan was representative of the residents of the Parish. The Parish Council, through its newsletter and village events, appealed for residents to become involved in the creation of the Parish Plan and invited any interested resident to attend the launch of the Parish Plan Steering Group on Monday 31<sup>st</sup> October 2011.

A number of people attended this meeting and two groups were formed; the 'core' group was set up to plan, manage and carry out the steps required to create the Parish Plan and the second group was a group of willing volunteers who would help at Parish Plan events and with the delivery and collection of the questionnaire.

### 3.2 Identification of Key Issues

It was established early on in the process that a questionnaire was likely to be the main mechanism through which the views of the entire Parish could be ascertained. However, it was extremely important that the questionnaire should address the issues that were pertinent to today's residents. For example, the quality of broadband and the impact of holiday homes were issues very relevant to today but did not appear in the Appraisal of 2001.

It was also important to understand the make-up of the Parish as since 2001 there are now two new communities in the Parish; a holiday home community on the Lower Mill Estate and the Four Acres travellers' community.

To establish the content of the questionnaire, it was important to understand what people value about living in the Parish, what they like, what concerns they have and what they would like to see in the future. To gain this information, a series of informal interviews were conducted across a cross-section of residents and a coffee morning was held in February 2012 to achieve this.

The statements made during this process led to the creation of the following key areas of investigation:

- Household
- Transport
- Traffic
- Housing and Development
- Environment
- Crime and Anti-Social Behaviour
- Services
- Community Life

### 3.3 Production of Questionnaire

Having identified the key issues, the core team developed the questionnaire with a great deal of assistance from Gloucestershire Rural Communities Council (GRCC). GRCC ensured that the questions were valid, of the right format and unambiguous. Their professional approach ensured that the resulting data was very informative. Each household was asked to complete one questionnaire.

A copy of the questionnaire can be found in appendix C.

### 3.4 Distribution and Collection

The group of willing volunteers distributed a questionnaire to each of the 170 permanent households in the Parish enclosed in envelopes to ensure anonymity of residents. The volunteers returned to the households and collected 114 completed questionnaires, a return rate of 67%.

GRCC scanned the returned questionnaire and presented the Parish Plan team with a set of statistics for each question and provided a summary of the data in a Microsoft Excel spreadsheet. This enabled the core group to quickly analyse the results and develop an Action Plan. The Action Plan was presented to residents of the Parish in January 2013.

As an adjunct to interview and questionnaires the businesses operating within the parish were contacted for their opinion on any issue that might be included in the Parish Plan.

Coffee morning “Like most” and “Like least” comments:

Typical “Like Most”	Typical “Like Least”
Good Community Spirit	Poor broadband/mobile phone
Rural country life beautiful countryside	Lack of mains drainage
Small village	Gravel extraction
Lack of lighting and mains drainage	Lack of political control
Peace and quiet	2 <sup>nd</sup> Homes and overdevelopment of leisure industry
Neighbours and friends	Speed of traffic and poor footpaths