



## Minutes of Steering Group 22nd November 2018

	ACTION
<b>Present:</b> Norman, Christine, Hellen, Kirsty, Jane, Peter, Alistair, Julia, Richard, Leighton, Rhiannon, Diane	
1. <b>Apologies:</b> Daniel, Heather, Nick, Sue, Jane C.	
2. <b>Minutes:</b> The Minutes were accepted. Leighton clarified that his reason for joining the group was not solely due to the car park.	
<p><b>3. Questionnaire Delivery</b></p> <p>The deliverers are tracked by satellite and have clearly been along all the roads but somehow not delivered to all the homes. Delivery was patchy, in some cases with individual houses missed. From those present we ascertained that deliveries had not been received in Parkside and some of South Park, Oxford Road (West Common side), St Hubert's Close, Oak End Way, bottom of Mill Lane, some of Vicarage Way and Moreland Drive. The town council office would be informed.</p> <p>Norman had put the questionnaire on Next Door, GXTC had sent out 150 emails to those on their database and put a link on facebook but not on Twitter. Norman would ask Ken at GXCA if he could send it out to his members.</p> <p>It was suggested we produce a poster reminding people about the questionnaire. Jane offered to draft one. Norman will ask at the station if they would display one in the ticket office. Other poster sites might be churches and shops. A banner was also suggested but required permissions and we were running short of time to produce one. It was felt that the best way to engage people was by approaching them one to one as planned at the Christmas Festival.</p>	<p>Diane</p> <p>Diane Norman</p> <p>Jane Norman</p>
4. <b>Review of Returns so far</b> It seems the public is telling us what they told us before so we felt that they were endorsing the themes of our draft plan.	
5. <b>Analysis</b> It was agreed that Plan-ET would do the analysis. It was felt that we could input the data from the paper copies once the spreadsheets were created. Peter, Diane, Jane, Julia, Alistair, Hellen and Richard volunteered. It is possible to input approx. 15 per hour. There were questions to ask Plan-ET about how they do the analysis, what is their standard cut of the data?	Diane
6. <b>Christmas Festival</b> Diane will do a rota for the Christmas Festival 5.30pm to 8pm on Wednesday 5 <sup>th</sup> December. We could encourage participation by having an iPad in a coffee shop where people could sit and complete the questionnaire online	Diane

<p><b>7. Next Steps</b> Once the data has been analysed, Plan-ET will present the results to us at a meeting end Jan/early Feb. After the analysis and responses have been made, the next step is to update the Plan to reflect the responses agreed on, including any amendments to or adding of policies. Then we go onto the evidence finding. This is a large task, finding evidence to justify all the policies.</p>	
<p><b>8. AOB</b></p> <ul style="list-style-type: none"><li>• Norman reported that Graham Lister of the Friends of GX &amp; Chalfont Hospital is looking into medical facilities in GX and it is hoped he will share his thoughts with the steering group.</li><li>• A Housing Minister has issued a statement saying that new development should be in areas close to transport links rather than on green field sites.</li><li>• GX Youth Club, which is approx. 70 years old is about to close even though it is well funded and enjoys lots of support. It needs people to run it and new members. If you know of anyone with these skills, please make them aware and put them in touch with Norman via <a href="mailto:norman.holmes@gerrardscross.gov.uk">norman.holmes AT gerrardscross.gov.uk</a></li></ul> <p>Meeting closed 9pm</p>	