

## **Alva Community Action Plan (CAPlan) Steering Group**

### **Activity between 14 April and 19 October 2015**

19/04/15 Mary Dalrymple, Craig and Nicola Baird resigned from the Steering Group.

22/04/15 Members of the Steering Group who are Community Councillors met and after considering all points of view decided to proceed with Citizen Space as a platform for the online survey. This was available to members of the public from 11/05/15, same day as delivery of paper copies was due to commence.

**06/05/15 Steering Group Meeting** at Alva CAP (library) for members to collect their quota of surveys for delivery throughout Alva. However, due to a problem at the printers the surveys were not available.

06/05/15, 13/05/15, 20/05/15 and 27/05/15 Articles in Alloa Advertiser and Stirling Observer promoting the CAPlan Survey.

18/05/15 Surveys arrived from the printers, Anne delivered them to Steering Group members for distribution to all Alva households by Fri 22 May. Consultation period extended from 1 June to 8 June for both paper and online surveys.

14/06/15 Email sent to CAPlan Progress Group (those who requested on their online survey to be kept informed of progress) those who completed paper copies were sent the email on 13/07/15. Sandra and Linda are operatives of the Progress Group email address.

**09/06/15 Steering Group meeting** - to discuss arrangements for independent qualitative data analysis of the survey, Eilidh prepared a statement of requirements for the analyst. Following discussion it was agreed that Eilidh will ask Iona Dyson if she'd be interested in taking on the job. Lesley Baillie attended to liaise about getting online data to us. Phil Ward (IT Convener, Alva Community Council) also attended.

22/06/15 Steering Group agreed to appoint Iona Dyson as Independent Analyst

**01/07/15 Steering Group meeting** - to browse through the (paper) surveys to get an idea of the quality of responses and common themes, etc.

Iona Dyson agreed to be the Independent Analyst for the CAPlan Surveys. Original timetable was *'we require a draft report by Friday 14 August 2015, which will be circulated to steering group members for comment by Wednesday 26 August 2015. A final report incorporating any agreed comments, should be submitted by Friday 4 September 2015'* This was later amended to *'We require a draft report by Friday 28 August 2015, which will be circulated to steering group members for comment by Wednesday 9 September 2015. A final report incorporating any agreed comments, should be submitted by Friday 18 September 2015'*

03/07/15 Raw data from the online survey was emailed to Independent Analyst, Iona Dyson

11/07/15 Survey Prize Draw winner was drawn at Alva Games (by Sandra and Lynn). Winner presented with the £50 cheque on 13/07/15 (by Sandra and Anne Spruce). Winner was Doug McGregor, 23a Croftshaw Road. Article was in Alloa Advertiser and Stirling Observer.

15/07/15 Kath O'Hara self-suspended from the group for a while due to personal circumstances.

17/07/15 Analyst visited Alva to gain a better understanding of the context and backdrop to the research and responses. Sandra, Anne Spruce and Iain showed her around our town – the beautiful parts and the ugly ones!

31/08/15 First draft CAPLan report received from Analyst and issued to Steering Group.

**02/09/15 Steering Group meeting** to peruse the draft report and collate responses for Analyst.

09/10/15 Final CAPLan report received from Analyst issued to Steering Group.

19/10/15 Steering Group Meeting arranged to consider next steps.

19/10/15 Current CAPLan Steering Group Members are;

**Community Councillors**

**Members of Public**

Sandra Rees

David Fraser

Iain Craig

Eilidh Johnstone

Lynn Cameron

Donald Balsillie

Anne Spruce

Anne Stewart

Gemma Waghorn

Linda Grieg