

Carlton Parish Plan Group

Minutes of a meeting held at Home Farm House, 7 Main St, Carlton at 2000hrs on
Thursday 31st March 2011

Present: S E Frazer R J Brockhurst, P Lockwood, J Moseley, C J Peat, C A Piggon,
T P Sharp, S G Tupling.

1. Minutes of the meeting of 3rd March 2011

The minutes **were agreed** and signed by the Chairman.

2. Responses from parish organisations

Invitations to suggest questions and topics for investigation had been sent to:

- Carlton Charity Lands
- Carlton Defibrillator Group
- Carlton Footpath Group
- Carlton Heritage Warden and Tree Warden
- Carlton Neighbourhood Watch Co-ordinator
- Carlton Youth Champions and Youth Club
- Friends of Saint Andrews Church Carlton
- Keep Carlton Tidy Group
- Market Bosworth Community First Responder Scheme
- PBO D Riley (Leics Constabulary)
- Saint Andrews Parochial Church Council.

The Carlton Defibrillator Group and Keep Carlton Tidy Group had suggested that respondents be asked whether they would like more information about their projects.

It was agreed that this be done for all parish organisations – those on the above list plus:

- Carlton Art Group
- Carlton Book Club
- Carlton Pilates Group

The Parish Council was concerned that the housing supply in Carlton had become unbalanced, and considered that there was a need for small starter homes and retirement bungalows in addition to the proposed affordable housing scheme. The Secretary had met with the Rural Housing Enabler (RHE), who was keen to assess these housing needs in Carlton. Housing need surveys were confidential, and it had been suggested that the Parish Plan questionnaire might include general questions about housing need, with a postage paid envelope and tear-out form at the back for a confidential response direct to the RHE.

It was agreed that this be done, and that the questions and layout be agreed with the RHE.

3. Survey methodology and costs

The RCC Community Development Officer had been asked to provide information on any design or layout constraints, operation, costs and potential outputs of the RCC's computerised scanning and analysis system. It was hoped that this system would be capable of cross-correlating responses, to provide a more sophisticated analysis than previously. No reply had been received.

It was agreed that there would be a separate questionnaire for young people under 16 years old.

It was agreed that one questionnaire would be issued to each and every parishioner. It was considered to be very important that each individual should be treated exactly the same.

It was agreed that there would be an option to complete the questionnaire online, subject to the agreement of the RCC, and providing that there was cross-checking with the manual delivery and collection system.

4. Structure and layout of the questionnaire

It was agreed that the questionnaire consist of (i) an introductory section; (ii) the questions, grouped under headings; (iii) a tear-out page for requesting information on Carlton organisations and clubs only; (iv) a tear-out page about open-market starter homes and retirement bungalows with a postage-paid envelope for the RHE.

5. Core questions for the survey

Key questions were selected from the RCC's *Parish Plan Core Question Review (June 2010)*. Some questions would require modification, and others might be combined. Additional questions would probably be submitted by parish organisations.

It was agreed that the selected questions be edited into a working draft and copied to all members.

6. Engagement of young people

It was agreed that the Carlton Youth Champions and Youth Mobile Co-ordinator be invited to the next meeting.

7. Publicity and public relations

It was agreed that a progress report be prepared for the next issue of Carlton News; that a press release be prepared; that a *Parish Plan* webpage be set up on the Parish Council's website; that the Parish Council's public e-mail address be used for messages.

8. Financial report

The treasurer reported on the current balance of funds:

2011.01.12	Initial allocation	300.00
2011.02.18	Copying documents	30.24
	Current balance	269.76

9. Next meeting

It was agreed that the next meeting be held at Home Farm House, 7 Main Street on Thursday 5th May at 2000 hrs.

The meeting closed at 2230 hrs.

Signed _____

Date _____