

Carlton Parish Plan Group

Minutes of a meeting held at Home Farm House, 7 Main St, Carlton at 2000hrs on Thursday 5th May 2011

Present: S E Frazer (Chairman), R J Brockhurst, C J Peat, C A Piggon,
T P Sharp, S G Tupling.
Apologies: P Lockwood, J Moseley, K Owen & M Purnell-Mullick (Youth
Champions), Sebastien Maynard (Youth Worker).

1. Minutes of the meeting of 31st March 2011

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

2. Methodology and costs of survey methods

There were 257 registered electors on the current register, and probably in the region of 50 young people in the parish. There would therefore probably be around 300 questionnaires for analysis.

Mrs D Cook of RCC had advised that the cost of producing computer-readable questionnaires would be the staff time required to input the final questions into the RCC computer. It has been estimated that this would be unlikely to take more than one day, or cost more than about £100.

The RCC had a computer system which could scan completed questionnaires, but this system required an operator to manually enter the answers to open ended questions. This would mean someone going to the RCC offices in Loughborough Rd, Leicester to do this work. **It was agreed** that more information was needed on how this system worked, and the time required to process each questionnaire.

Mrs Cook had recommended (i) that parishioners be encouraged to fill in the questionnaires on-line, and (ii) that the replies to paper-copy questionnaires be entered into the on-line system by members of the Parish Plan Group working from home. Even if all the questionnaires were returned in paper form, this would mean each member of the Group having to process 40 responses.

It was noted that some parishioners would need help with completing the questionnaire, and suggested that this might be done by a member of the Group using a laptop in the parishioner's home. One key question was whether a completed questionnaire could then be downloaded into the RCC computer.

It was agreed that the working methodology would be:

- (i) all questionnaires to be printed on yellow paper
- (ii) a list be prepared of the number of adults and children in each dwelling
- (iii) every parishioner to receive one printed questionnaire
- (iv) the questionnaire to begin with a statement 'I have completed this questionnaire on-line, and my response code was
- (v) the correct number of printed questionnaires to be collected from each household.

3. Engagement of young people

The Youth Champions and Youth Worker had not been able to attend the meeting. However, the Parish Plan and the needs of young people had been discussed with the eleven young people (age 11-16 years) present at a meeting of the Youth Club on 4th May.

Their biggest need was for “ .. a park with goal posts, basket ball posts and other climbing's framework.” There was also concern about the proposed withdrawal of all Sunday services and reduction in evening services on the 153 bus route between Market Bosworth and Leicester.

4. Adult questionnaire

The selected questions, and then a working draft with edited and rearranged questions, had been copied to all members (p.5/5 refers).

The questions were all reviewed and edited, and the overall layout discussed. **It was agreed** that a working draft be copied to all members, that suggestions, comments and revisions be e-mailed to the Secretary, and that a further draft questionnaire be copied to all members a day or two before the next meeting.

During consideration of the questions, it became clear that some questions were necessary to provide demographic information and a context to the survey, while others covered matters which were not of immediate concern, but which were likely to be of interest in the future. This led to the questions of how long the response database would be maintained by the RCC, who would have access to the data, and whether the data could be reinterrogated at a later date.

5. Suggestions from parish organisations

Two proposals had been received, and were included in the draft questionnaire.

6. Publicity and public relations

A progress report had been published in the May issue of Carlton News, a web page had been set up on the Parish Council's website, and the Parish Plan would be mentioned in a feature article about Carlton in the May edition of Aspect (p.5/7 refers).

It was agreed that a press release be prepared when the questionnaires were ready for issue.

7. Financial report

There had been no expenditure since the last meeting.

A moribund account with the Earl Shilton Building Society (ESBS) had come to light, with a balance of £40.63 in the name of the Carlton Parish Appraisal Team. Only two former members of the CPAT still lived in the area, and had been asked whether they had the pass book. The Secretary was also looking for the minutes of the CPAT. A *Notice of Change of Officers* form had been obtained from the ESBS.

It was resolved that the signatories to this account be the Chairman, Vice-Chairman, Secretary and Treasurer, and these Officers signed the notification form.

It was noted that those signatories who did not have current accounts with the ESBS must present themselves at the ESBS office in Barwell with appropriate identification before they could authorise any transactions.

8. Next meeting

It was resolved that the next meeting be held on Thursday 2nd June at 7 Main Street, Carlton at 2000 hrs.

The meeting closed at 2200 hrs.

Signed _____

Date _____