

**Final Report of the Carlton Parish Plan Group 2011**

1. The Carlton Parish Plan Group (the CPPG) was constituted by Carlton Parish Council (the PC) on 12<sup>th</sup> January 2011, and came into existence following a public meeting held on 15<sup>th</sup> February 2011 and chaired by Jane Reed, Community Development Officer of the RCC.
2. Membership of the CPPG comprised: Sally Frazer (Chairman), Stuart Tupling (Vice chairman), Pat Lockwood (Treasurer), Chris Peat (Secretary), Rachel Brockhurst, Judith Moseley, Carol Piggon and Tania Sharp. Judith Moseley moved away from Carlton and resigned from the CPPG on 4<sup>th</sup> August 2011.
3. The CPPG met 10 times between March 2011 and October 2012. Draft questions had been prepared by the end of April, and the design of both questionnaires was finalised at the beginning of August 2011. Questionnaires were delivered during September, and collected during October with a cut off at the end of November. It was very difficult to obtain completed questionnaires from some households. Data entry was completed during January 2012, and a preliminary analysis was carried out in February. The text of the Final Report was agreed on 14<sup>th</sup> June, and one copy was delivered to each dwelling in the parish during the last week of July. The Final Report had been generally well received by parishioners.
4. The questionnaires were printed free of charge by Hinckley & Bosworth Borough Council, and the LCC Big Society Grant Fund awarded a grant of £200 towards costs.
5. The methodology is reviewed in Appendix 1 of the Final Report. Key decisions were to produce separate questionnaires for adults and young people; young people were defined as less than 16 years old, and adults as 16 years old or more; the RCC computerised system was not considered suitable for the project; data entry was carried out by members of the CPPG; and analysis was carried out using an Excel spreadsheet formatted for the purpose. The data will remain available for re-interrogation in future.
6. The questionnaires focussed on lifestyle choices relevant to local facilities and organisations, and local issues where the opinion of parishioners would be important for project design and funding. Issues outstanding from the 2001 Parish Appraisal were identified, and in some cases the same questions were asked again so that the responses would be directly comparable. Some questions were copied from the RCC's *Parish Plan Core Question Review*, others were submitted by parish organisations. The draft questionnaire was submitted to Hinckley & Bosworth Borough Council, Leicestershire County Council, and Leicestershire Constabulary for comment, and several questions were modified as a result.
7. Some of the core questions had been designed for on-line responses, and proved very time-consuming to code. Given that the Excel system proved flexible and efficient, some of these questions – for example those concerned with recreational activities and distances travelled – would have been better framed as open questions. In other cases, such as the causes of problems in the parish, it proved

very revealing to have both positive and negative boxes for each issue. It would have been helpful to have more information on the specific location and nature of some of the problems reported.

8. The Carlton Parish Plan 2011 was delivered to every household in Carlton at the end of July. A digital copy of the report is available for download from the Parish Council's website.

Hard copies were posted or delivered to:

County Councillor Ivan Ould	Borough Councillor Tina Chastney
Borough Councillor Bill Crooks	Market Bosworth Library
Hinckley Library	Market Bosworth Parish Council
Shackerstone Parish Council	Osbaston Parish Council
Nailstone Parish Council	PCSO Mike Chapman
Market Bosworth Society	Hinckley Local History Collection
Rural Community Council	

Digital copies were sent to:

Hinckley & Bosworth Borough Council - Edwina Grant,  
Leicestershire County Council - Juan Pardo / Nicola Lees  
Rural Housing Enabler - Richard Windley  
H&BBC Housing Strategy Officer - Val Bunting  
County Record Office – special high quality pdf

9. Three errors had been found in the Final Report:

p.12, final para. The figure of 60% was incorrect. **The actual number of those in favour was 126, or 58.60%**, which corrected to **59%**.

p.13 Chart. **Column representing 10% missing** from 16-30 age group, rented accommodation.

p.17, para 2 and chart. Speeding traffic **and parking in the road** were the only problems identified as such by a clear majority of respondents. This editorial error had come about because the figures in para 3 and chart had been corrected, but para 2 had been left unchanged.

10. The Carlton Parish Plan 2011 was launched at a public meeting at The Gate Hangs Well on 16<sup>th</sup> August 2012. Matters arising from that meeting were forwarded to Carlton Parish Council, and are recorded in the CPPG Minutes, p.25-27.

11. A final financial report is recorded on p. 27-28 of the CPPG Minutes. The total real cost of the Carlton Parish Plan 2011 to Carlton PC was £31.93, thanks to a grant of £200 from LCC, help in kind from H&BBC, and a balance of £40.69 in a dormant account from the 2001 Parish Appraisal.

Actual total expenditure on the Project had been £272.62. The CPPG has estimated the total value of volunteer time to the project to be £1,285.

12. The following actions have been taken in response to the questionnaire results:

a) A regular coffee morning now takes place on Mondays at 11am in The Gate Hangs Well and is proving popular and well supported. [37% of respondents indicated that they would be interested in attending social events, 21% supported the idea of a coffee morning, answers to the four open questions showed that there was a desire for more regular social meetings in the village];

b) A series of guided walks was arranged by the Carlton Footpath Group over the autumn, but the walks were not well attended. This programme will be reviewed in the spring. [26% of respondents said they would support a local walking or cycling group];

c) The Parish Council has dropped plans for six small garden plots, and is now looking for a larger area of land to buy or rent so as to provide 10-15 allotments. [14% of respondents, or 31 individuals, said they would be interested in renting an allotment in Carlton].

13. An extra sheet in the response form invited respondents to volunteer. The number of responses was:

Activities for young people	11
Activities for older people	7
Coffee mornings	10
A parish club or society	5
Other - a knitting group; visiting older people.	

The names of the potential volunteers have been forwarded to event organisers.

14. The extra sheet also offered to provide information on local organisations. The number of requests was:

Friends of Saint Andrews Church	0
Carlton Book Club	2
Carlton Defibrillator Group	3
Carlton e-mail information exchange	10
Carlton Footpath Group	6
Carlton Youth Club	4
Carlton Art Group	3
Carlton Parish Council	1
Carlton Pilates Group	1
Carlton Neighbourhood Watch Group	3
Keep Carlton Tidy Group	3
Dial a Ride scheme	2
Saint Andrews Parochial Church Council	0

Each respondent was advised of the next meeting or activity of the group in question, and the names of those interested were passed on to the leader of each Group.

The proposal to set up an email information exchange is being investigated.

15. This Report, including the financial summary above, was approved at a meeting of the CPPG held at 7 Main St, Carlton at 8pm on Thursday 11<sup>th</sup> October 2012. The final resolution of the CPPG was as follows:

**It was resolved** that the project allotted to the CPPG had been completed, and that Carlton PC be invited to dissolve the Group.

Sally Frazer (Chairman), Rachel Brockhurst, Pat Lockwood, Chris Peat,  
Carol Piggon, Tania Sharp, and Stuart Tupling

Carlton Parish Plan Group

**Abbreviations used in this report**

CPPG	Carlton Parish Plan Group
H&BBC	Hinckley & Bosworth Borough Council
LCC	Leicestershire County Council
PC	Parish Council
RCC	Rural Community Council