

# Carlton Parish Plan Group

Minutes of a meeting held at Home Farm House, 7 Main St, Carlton  
at 2000hrs on Thursday 4<sup>th</sup> August 2011

Present: S E Frazer (Chairman), P Lockwood, C J Peat, C A Piggon,  
S G Tupling (Members).  
Apologies: R J Brockhurst, T P Sharp.

## **1. Minutes of the meeting of 2<sup>nd</sup> June 2011**

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

## **2. Resignation from the Group**

Judith Moseley had moved away from Carlton, and had resigned from the Group.

## **3. Working relationship between the Group and the Rural Community Council**

A series of questions arising from the last meeting had been sent to the Rural Community Council on 5<sup>th</sup> July, and it had been suggested that these could best be addressed at a meeting at the RCC offices with the Chairman and Secretary. One key question was how the computer system for scanning questionnaires worked and how long it would take to input a completed questionnaire, which would be best answered by a demonstration.

RCC had advised that there would be a fee for any meeting. The Secretary had declined to pay, referred this response to the District Council which had a service level agreement with the RCC, and requested a free meeting or written answers to the questions. A written response had been received on 3<sup>rd</sup> August.

It was clear that the RCC was moving to a fee-based service, and would require payment for anything more than basic analysis of the questionnaire returns. The scanning system was not operational, and the responses from paper questionnaires would have to be input manually. Completed questionnaires could not be downloaded from a laptop into the RCC system. A charge would also be made for the provision of additional information and support.

The sample analysis submitted was not impressive, and it was considered that an ordinary Excel spreadsheet could very easily produce the same basic data tabulations, with almost infinite additional capacity for the creation and cross correlation of sorted and selected data subsets. Basic data in this form could also be held locally on several different computers, and could be re-interrogated at will.

Data entry was the slow and difficult process, and it was considered that for a small survey the advantages of on-line responses for the target 50% of questionnaires did not outweigh the costs and disadvantages of involving a third party.

**It was resolved** that the RCC's system would not be used, that the Carlton survey would use printed questionnaires only, and that all data input and analysis would be carried out in house by members of the Group.

**It was agreed** that the Secretary would draft an Excel spreadsheet, that members would test the final version of both questionnaires on one or two members of their family, and that these responses would be input and analysed to test out the proposed system.

#### **4. Leicestershire County Council Big Society grant**

**It was resolved** that the Secretary obtain estimated costings for A4 manila envelopes and printing costs, and apply for support from the Big Society grant fund.

#### **5. Adult questionnaire: Draft 6**

The working draft had been discussed and revised by e-mail, and Draft 6 had been copied to all members before the meeting (p.10/2 refers).

Minor changes were agreed, and the draft was considered ready for final checking and printing.

#### **6. Young people's questionnaire: Draft 3**

The working draft had been discussed and revised by e-mail, and Draft 3 had been copied to all members before the meeting (p.10/3 refers).

Draft 3 was revised, and some questions completely re-designed. It was agreed that the question about travel to school should be supplemented by a question about travel to pre-school, playgroups and similar activities. In the course of this discussion it emerged that it was not easy to obtain local childcare or childminding services, and that there were concerns about the local practice of starting four-year old children in full-time school without a period of pre-school or part-time attendance.

**It was resolved** that these issues be explored with local parents, and appropriate questions be devised through e-mail discussion.

#### **7. Printing, delivery and collection of the questionnaires**

Maps of the parish were considered, and the allocation of about 18 dwellings to each member of the Group for the delivery and collection of questionnaires was agreed. Work was begun on a checklist of dwellings and occupiers. Preliminary estimates were that there were currently 246 adults and 22 young people (age 0-16 years) resident in the parish.

**It was agreed** that the questionnaires and the necessary maps and checklists would be made ready for collection around the first week in September, for delivery during that month, and collection before the end of October.

**8. Financial report**

There had been no financial transactions since the last meeting.

Members had experienced difficulty in getting their identification documents accepted at the Earl Shilton Building Society. Some had been asked for copies on the minutes, others for different forms of identification. The Secretary confirmed that the signed mandate form was being held at the counter at the Barwell Branch pending the presentation of personal identification documents. Members needed to attend with two forms of identification such as a driving licence or passport and utility bill or bank statement.

**9. Next meeting**

**It was resolved** that a meeting be called if changes to the young people's questionnaire needed face to face discussion. Otherwise, the questionnaires were considered ready for printing.

The meeting closed at 2235 hrs.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_