

Carlton Parish Plan Group

Minutes of a meeting held at Home Farm House, 7 Main St, Carlton
at 2000hrs on Thursday 27th October 2011

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

1. Minutes of the meeting of 4th August 2011

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

2. Progress report

Application had been made to the LCC Big Society grant fund (p.13/4 refers), but a decision had not yet been received. Various organisations had made late comments on the draft questionnaires, and these had been revised by email exchange. Draft 9 of the Adult and Draft 6 of the Young People's questionnaires had been printed free of charge by H&BBC, on the understanding that the cost would be reimbursed if the full grant was awarded.

All questionnaires had been delivered, and many had been collected.

It was resolved that the cut-off date for collection of completed questionnaires would be 14th November.

3. Questionnaire analysis

Excel spreadsheets had been prepared and tested for each questionnaire, and data input was demonstrated. It was suggested that members might best work in pairs for data input, and agreed that the work would be shared. Individual spreadsheets would be amalgamated into one master spreadsheet for analysis and interrogation. The master spreadsheet would then be copied to all members for consideration and further analysis.

Potential questions and approaches were considered: once data entry was complete, it should be fairly straightforward to select and sort data subsets to answer subtle questions. This process would require careful thought and experimentation.

It was resolved that the target date for completion of data entry would be 1st January 2012, and for analysis around Easter 2012.

4. Financial report

There had been no financial transactions since the last meeting.

5. Next meeting

It was resolved that a meeting be called to discuss analysis when the complete master spreadsheet and initial response data were available.

The meeting closed at 2115 hrs.

Signed _____

Date _____