

# Carlton Parish Plan Group

Minutes of a meeting held at Home Farm House, 7 Main St, Carlton  
at 20:00hrs on Thursday 22<sup>nd</sup> March 2012

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

## **1. Minutes of the meeting of 27<sup>th</sup> October 2011**

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

## **2. Activity since the last meeting**

A grant of £200 had been awarded by LCC Big Society grant fund towards printing costs (p.13/4 refers). H&BBC did not require reimbursement of the questionnaire printing costs.

All questionnaires had been collected by the end of November. A significant number of parishioners had discarded the questionnaires without looking at them, while others had required repeated visits before completing the forms. Relatively few parishioners – about eight - had refused to take part in the survey once the project had been explained. Some questionnaires had been returned through the letter boxes of Parish Councillors, leading to confusion as to which households had responded.

245 adult questionnaires had been delivered and 215 returned, giving a response rate of 87.76%. 42 young people's questionnaires had been delivered and 36 returned, giving a response rate of 85.7%. The comparable figures for the 2001 Parish Appraisal were for adults 247, 210 and 85%; and for young people 58, 47 and 81% respectively.

All responses had been entered into personalised Excel spreadsheets by each collector. This tedious work had been completed in January, and the individual spreadsheets copied to the Secretary and edited into two master spreadsheets – one for adults and one for young people – which had been copied back to each member of the Group.

The question formats recommended by LCC and the RCC had not proved well suited to this method, and could have been simplified. In particular, questions about hobbies and interests could have been left open. The question about personal car ownership had been misinterpreted by many respondents who had entered the number of cars owned by their household and not by them personally – several 16 year-olds had reported that they owned three cars.

A preliminary analyses of the two databases had been prepared and copied to each member in February. Different ways of interrogating the databases, and of selecting and analysing the information had been tried and tested, together with different ways of representing the results, and had been discussed by email.

### **3. Requests for information**

13 respondents had indicated that they would be willing to help organise or run social events, and these names **were noted**. The landlord of The Gate Hangs Well had offered to host coffee mornings or similar social events, and **it was agreed** that a meeting be arranged to discuss possibilities, with a regular coffee morning as the preferred starter option.

2 young people had asked for information on activities, and **it was agreed** that the Secretary investigate and respond.

20 respondents had requested information about parish organisations, and **it was agreed** that each receive a personal response, and that the current Chairman of each Group be advised of those interested.

### **4. Database, interrogation methods, topics for detailed analysis**

The performance of the Excel spreadsheet had exceeded expectations. It had proved very simple to select sub-sets of data, run comparative analyses, and draw charts of the results.

A range of examples had been copied to members, and **it was agreed** (a) that the key topics for detailed analysis were housing, crime and safety, and community assets; and (b) that three-dimensional charts were not appropriate for the final report, and should in each case be replaced by a series of 2-D charts.

Different approaches to the analysis of the open ended questions had been tried, and **it was agreed** that editing each response into its constituent topics using consistent labels, sorting the resulting list, and then analysing the totals for each topic was the most objective and comprehensive method. **It was also agreed** that both the original, unedited comments and the edited list be included in the tabulation of raw data, so that everyone could see how the analysis had been carried out.

### **5. Final Report**

**It was resolved** (a) that the final report be written in a similar style to the 2001 Parish Appraisal, but with the addition of simple charts where appropriate; (b) that data be presented in a consistent manner – for example all responses as whole number corrected percentages of the number of responses returned – as far as possible; (c) that the raw data be made available through the PC's website and not printed in the final report; (d) that a draft be copied to all members for comment before the next meeting.

**6. Financial report**

There had been no financial transactions since the last meeting. Earl Shilton Building Society had confirmed that SF, PL, CP and S were authorised signatories to the account. Mrs Davis had confirmed that she still held the passbook and had promised to deliver it to the Secretary.

**7. Next meeting**

**It was resolved** that the next meeting be held on Thursday 3<sup>rd</sup> May at 7 Main St at 20:00 hrs.

The meeting closed at 2210 hrs.

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

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