

# Carlton Parish Plan Group

Minutes of a meeting held at 93 Main St, Carlton  
at 1930hrs on Wednesday 7<sup>th</sup> October 2021

Present: Mandie Bristlin (Chairman), Robin Arnold, Enid Morgan, Carol Piggon,  
Clare Roscoe, Ian Sarson, Mick Vann, Chris Peat (Secretary).  
Apologies: Ken Salisbury, Robin Williams

## **1. Minutes of the meeting held on 18<sup>th</sup> August**

It was agreed that the minutes be approved and they were signed by the Chairman.

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

Draft 4 of the Adult questionnaire had been approved with minor editorial changes, and had been submitted to H&BBC for approval on 19<sup>th</sup> August. After some discussion, this draft had been approved with the insertion of the following statement after para 3.7:  
*If you consider yourself to be in need of affordable housing, please contact the Rural Housing Enabler, Philippa McKenna, by telephone: 0300 1234 009 or email: philippa.mckenna@midlandsrural.org.uk.*

The list of current residents had been refined, and on 10<sup>th</sup> Sept included 292 adults and 71 young people, with uncertainties in the entries for only 21 households. Both questionnaires had been submitted for printing on 21<sup>st</sup> September and collected on 27<sup>th</sup>. 325 copies of the Adult Questionnaire and 85 copies of the Young Person's Questionnaire had been printed free of charge by H&BBC.

Individual delivery schedules had been prepared for each member, and questionnaires and envelopes issued at the end of Sept. The delivery of questionnaires to households was expected to be completed over the coming weekend, and it was hoped that the collection of responses could be completed by the end of October.

## **3. Coding of questionnaire responses and analysis of results**

Template spreadsheets had been copied to each member, with a numbered column for each response form. Each returned questionnaire would be numbered, to allow checking of any anomalies. A ticked box would be coded as 1; blank boxes would be left blank. Written responses would be transcribed. When complete, the individual member's spreadsheets would be amalgamated into a master spreadsheet for analysis. This compilation would be copied to all members for study.

Although it would not be possible to identify individual respondents, the location of each member's returns would be known, so it would be possible to compare responses from different areas of the parish and village.

**4. Financial report**

	£.p
Allocation from Parish Council	150.00
Envelopes	26.98
<b>Balance</b>	<b>123.02</b>

**5. Date, time and place of the next meeting**

**It was agreed** that the next meeting would be arranged when the preliminary analysis of the responses had been completed – hopefully towards the end of January 2022.

The meeting closed at 20:20 hrs.

Signed \_\_\_\_\_

Date \_\_\_\_\_